



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Facility Operator
JOB GRADE:	SOG/ST 3
DEPARTMENT:	Waste Management Unit
REPORTS TO:	Senior Facility Operator
MANAGES:	N/A

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

Under the direction of the Senior Facility Operator, the incumbent is responsible for the day-to-day operation of the assigned medical waste treatment facility in an efficient manner and in compliance with the Facility's standard operation procedures, maintenance plan, and health and safety plans.

KEY OUTPUTS

1. Waste quantities received at treatment facility processed
2. Waste manifest forms completed
3. Daily treatment targets met and daily operation logs completed
4. Equipment operated and maintained
5. Records developed and maintained
6. Reports prepared
7. Facility cleaned and maintained
8. External stakeholders facilitated
9. Safety and emergency response procedures completed

KEY RESPONSIBILITY AREAS

Technical Professional Responsibilities

1. Perform waste manifest duties on all incoming waste prior to treatment, to include inspection, scanning, weighing, sorting and storing waste, and completing waste manifest forms.
2. Operate the treatment equipment and other equipment at the assigned treatment facility in accordance to standard operating procedures and equipment manuals.
3. Ensure that daily treatment targets for waste quantities received at the facility are achieved.
4. Perform scheduled routine preventative maintenance and corrective maintenance procedures as directed by the Senior Facility Operator and in accordance with the maintenance plan and equipment manual.
5. Assist with the monitoring contractors performing maintenance repairs and servicing of equipment and ensure adherence to technical specifications, scope of works and terms and conditions of the contracts.
6. Maintain accurate and up to date electronic and paper records of incoming waste manifest forms, disposal manifest forms for residual waste, treatment equipment operating parameters and maintenance activities undertaken.
7. Prepare and submit to the Senior Facility Operator weekly reports on operation and maintenance activities at the treatment facility, or as instructed.
8. Report and document all accidents, emergencies, accidental spills and equipment malfunctions occurring on-site the treatment facility.
9. Clean and maintain, on a daily basis, the operational area of the treatment facility in accordance with established standards.
10. Clean and sanitize all waste storage containers and ensure that only clean and sanitized containers are dispatch to customers.
11. Assist with the inspection, sorting and weighing of waste types received at the facility prior to processing.
12. Facilitate external stakeholders undertaking scheduled environmental monitoring tests.

13. Administer basic safety and emergency response procedures according to Safety and Emergency Response Plans when necessary.
14. Assist in any investigation on accidental spills, emergencies, equipment malfunctions, and coordinate with the relevant stakeholders to ensure timely corrective actions and reporting.
15. Assist with the loading and unloading of waste storage containers on/from collection vehicles when necessary.
16. Advise the Maintenance Supervisor of all equipment malfunctions to ensure timely execution of corrective actions.

Other Responsibilities

Perform other job related functions so assigned or as necessary to maintain the performance standards of the facility.

PERFORMANCE STANDARDS

1. Waste manifest forms completed accurately and timely.
2. Daily treatment targets of waste quantities received accomplished within established timeframe.
3. All delegated routine preventative maintenance activities performed in accordance with established procedures and schedules.
4. Reports prepared and submitted timely.
5. Treatment facility operation area cleaned and organized.
6. Waste types received at the facility inspected, manifested, sorted, stored and processed properly and in accordance with established procedures and guidelines.
7. Safety and emergency response procedures completed timely and according to established procedures.
8. Adherence to the Facility's Safety and Health Plans, Standard Operating Procedures.
9. All relevant records (electronic and paper) developed, maintained and updated accurately and timely, including but not limited to waste manifest, accidental spills, emergencies, and equipment malfunctions, treatment parameters, maintenance activities, and environmental monitoring records).
10. External stakeholders facilitated and monitored adequately within established timeframes and specifications.

REQUIRED COMPETENCIES

	LEVELS
1. Ability to grasp knowledge of the dynamic operations and maintenance requirements for equipment used at waste treatment facilities.	
2. Demonstrated ability to explain, apply and monitor such operations and maintenance requirements.	
3. Demonstrate aptitude to learn and implement the Facility's waste management plans, policies, standard operating procedures, and health and safety plans	
4. Ability to obtain and maintain requisite HEART NVQ Certification.	
5. Good troubleshooting, problem solving and analytical skills.	
6. Good oral and written communication skills.	
7. Ability to use the computer and knowledge of software applications including MS Word and Excel.	
8. Team player	
9. Self-motivated and resourceful, with proven ability to multi-task and operate successfully under tight deadlines and time pressures with minimal supervision.	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

1. Five (5) C.X.C/CAPE subjects, including Mathematics and English
2. At least one (1) year working experience with a reputable company.

SPECIAL CONDITION ASSOCIATED WITH THE JOB

- The working environment at the treatment facility involves the handling of hospital infectious waste.
- Works in a noisy and bio-hazardous waste environment
- Requires the use of personal protective equipment
- Requires worker training to prevent potential worker exposures to bio-hazardous waste
- Requires proper immunization
- Requires to work beyond normal working hours from time to time to meet deadlines.

REPORTING RELATIONSHIPS

Reports to: Directly – Senior Facility Operator

Indirectly – Operations Manager

AUTHORITY

NONE