



THE TRINIDAD & TOBAGO SOLID WASTE MANGEMENT COMPANY LIMITED

JOB DESCRIPTION

TECHNICAL OFFICER

Job Title:	Technical Officer	Department:	Programme & Technical Services (PTS)
Reports To:	Systems Engineer	Based At:	Head Office/Other Locations Where Necessary
Job Purpose			
The incumbent is required to provide technical support to all regulatory and research functions of the Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL).			
Key Accountabilities and Responsibilities			
<ul style="list-style-type: none"> • Prepares plans, surveys, designs and estimates of cost of systems to collect, transport and process recovered wastes. • Develops and implements systems for data and information gathering on the waste recycling programmes undertaken by SWMCOL. • Prepares all Standard Operating Procedures required to guide internal and external processes related to the establishment of collection depots and the implementation of deposit refund systems aligned with governing waste sector legislation. • Develops and maintains a registration system and database for collection depots operators and waste haulers. • Ensures effective and efficient communication with registrants and stakeholders on the implementation and coordination of recycling collection depots. • Provides technical support to the Office of the Corporate Secretary in review of and development of legislation and other legal matters. • Maintains waste characterisation information and prepare reports. • Monitors environmental impacts from operational collection depots and processing sites. • Inspects and audits the operations of recycling facilities, collection depots and waste haulers, as required. • Assists with the preparation of Proposals and Terms of Reference. • Represents SWMCOL at key stakeholder meetings. • Performs other related work, as may be required. 			
Qualification and/or Experience			
Critical:		Knowledge:	
<ul style="list-style-type: none"> • At least five (5) years' experience in the field of Environment and Waste Management. • Experience in the field of Environment and Waste Management as evidenced by a 		<ul style="list-style-type: none"> • Considerable knowledge of the modern principles, practices and techniques of environmental management. • Knowledge of the legislation, rules and regulations pertaining to waste management. 	



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<p>Master's Degree in Environmental Science from a recognised institution.</p> <ul style="list-style-type: none">• Any equivalent combination of qualifications, skills and experience will be considered.	<ul style="list-style-type: none">• Knowledge of principles, practices and techniques of Strategic Management, Project Cycle Management. <p>Skills and Abilities:</p> <ul style="list-style-type: none">• Proficiency in the use of Microsoft Office Suite.• Skill in the use of project management software.• Ability to analyze data and make appropriate recommendations.• Ability to identify potential problems and recommend appropriate solutions.• Ability to communicate effectively both orally and in writing.• Ability to establish and maintain effective working relationships with stakeholders, associates and the public.
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