

PWM CAREER LADDER – COVERAGE AND CRITICAL JOB FUNCTIONS OF WASTE MANAGEMENT JOB ROLES

Waste Collection Sub-Sector	
1. Crew	<p>A person assigned to provide waste and recyclables collection services as directed, handle tools and equipment and incidents. The key tasks for the Crew may include the following:</p> <ul style="list-style-type: none"> (a) Ensure safety measures are adhered to during operations. (b) Ensure tools and equipment are replenished, reinstated and maintained. (c) Provide advisory to members of the public/clients/occupants and surface any complaint or feedback to Senior Crew/Team Lead and/or Supervisor. (d) Report operation abnormalities such as overfull bins, damaged bins, improper placements, equipment faults, central refuse chutes faults, excessive garden waste, and contamination in recycling bins to the Senior Crew/Team Lead and/or Supervisor.
2. Senior Crew	<p>A person assigned to provide waste and recyclables collection services without/with minimal supervision. He/she will also handle tools and equipment and incidents. The key tasks for the Senior Crew may include the following:</p> <ul style="list-style-type: none"> (a) Ensure safety measures are adhered to during operations. (b) Ensure tools and equipment are replenished, reinstated and maintained. (c) Provide advisory to members of the public/clients/occupants and handle or surface any complaint or feedback to Team Lead and/or Supervisor. (d) Provide immediate response to incidents and emergencies. (e) Report operation abnormalities such as overfull bins, damaged bins, improper placements, equipment faults, central refuse chutes faults, excessive garden waste, and contamination in recycling bins to the Team Lead and/or Supervisor.
3. Team Lead	<p>A person assigned to provide waste and recyclables collection services when required, mentor new crews and conduct on-the-job training. The key tasks for the Team Lead may include the following:</p> <ul style="list-style-type: none"> (a) Ensure safety measures are adhered to during operations. (b) Ensure tools and equipment are replenished, reinstated and maintained. (c) Provide advisory to members of the public/clients/occupants and handle or surface any complaint or feedback to the Supervisor. (d) Provide guidance to teams to ensure operations are running efficiently. (e) Provide immediate response to incidents and emergencies. (f) Report operation abnormalities such as overfull bins, damaged bins, improper placements, equipment faults, central refuse chutes faults, excessive garden waste, and contamination in recycling bins to the Supervisor.

<p>4. Supervisor</p>	<p>A person assigned to assist in managing waste and recyclables collection services, inventory, equipment and maintenance schedule, and teams and incidents. The key tasks for the Supervisor may include the following:</p> <ul style="list-style-type: none"> (a) Assist in the planning of routes and deployment schedules and resolving operation abnormalities. (b) Communicate with the teams on assigned routes. (c) Ensure stocks of tools and equipment are in order and ensure replenishment orders are fulfilled on a regular basis. (d) Evaluate affected routes and equipment faults and report to Operations Executive to ensure continuation of waste and recyclables collection services.
<p>5. Driver</p> <p><i>(has a Class 4 driving license & operates Rear End Loader or Hooklift truck)</i></p>	<p>A person assigned to carry out waste collection services from site to disposal facilities as directed. He/she will handle mechanised tools and equipment, and incidents. The key tasks for the Driver may include the following:</p> <ul style="list-style-type: none"> (a) Ensure mechanical motorised vehicles, tools and equipment are replenished, reinstated and maintained. (b) Ensure safety measures are adhered to during operations. (c) Report of road hazards which can cause delays in collection services. <p><i>Note: A Crew/Senior Crew/Team Lead may be deployed as a Driver provided that the worker has attained at least a Class 4 driving license and met the required training requirements.</i></p>
<p>6. Senior Driver</p>	<p>A person assigned to carry out waste collection services from site to disposal facilities without/with minimal supervision. He/she will handle mechanised tools and equipment, incidents and lead, supervise and guide/mentor new drivers. The key tasks for the Senior Driver may include the following:</p> <ul style="list-style-type: none"> (a) Ensure mechanical motorised vehicles, tools and equipment are replenished, reinstated and maintained. (b) Ensure safety measures are adhered to during operations. (c) Report of road hazards which can cause delays in collection services.
<p>7. Captain</p> <p><i>(Able to drive more than 1 type of trucks)</i></p>	<p>A person assigned to assist in managing waste collection services, inventory, equipment, and maintenance schedules, and mentor new drivers. He/she will have to carry out waste collection services when required, manage incidents which include resolving reports from Driver/Senior Driver. The key tasks for the Captain may include the following:</p> <ul style="list-style-type: none"> • Assist in the planning of routes and deployment schedules and resolve operations abnormalities. • Communicate with the teams on assigned routes. • Evaluate affected routes and equipment faults and report to Operations Executive to ensure continuation of waste and recyclables collection services. <p><i>Note: The Captain's wage is left to market forces.</i></p>

Materials Recovery Sub-Sector

<p>1. Sorter</p>	<p>A person assigned to perform waste recycling & materials recovery operations as directed. He/she will handle mechanised tools and equipment, and incidents. The key tasks for the Sorter may include the following:</p> <ul style="list-style-type: none"> • Ensure safety measures are adhered to during operations. • Ensure tools and equipment are replenished, reinstated and maintained. • Report operation abnormalities such as faulty equipment to Senior Sorter/Team Lead/Supervisor.
<p>2. Senior Sorter</p>	<p>A person assigned to perform waste recycling & materials recovery operations without/with minimal supervision and guide new sorters on the job. He/she will handle mechanised tools and equipment and incidents. The key tasks for the Senior Sorter may include the following:</p> <ul style="list-style-type: none"> • Ensure safety measures are adhered to during operations. • Ensure tools and equipment are replenished, reinstated and maintained. • Provide immediate response to incidents and emergencies. • Report operation abnormalities such as faulty equipment to Team Lead/Supervisor.
<p>3. Machine Operator (e.g. operate forklift or heavy machineries)</p>	<p>A person assigned to handle heavy machineries and equipment at disposal facility. The key tasks for the Machine Operator may include the following:</p> <ul style="list-style-type: none"> • Ensure safety measures are adhered to during operations. • Ensure tools and equipment are replenished, reinstated and maintained. • Report operation abnormalities such as faulty equipment to Team Lead/Supervisor.
<p>4. Team Lead</p>	<p>A person assigned to perform waste recycling & materials recovery operations when necessary, mentor new sorters, and conduct on the job training. He/she will handle heavy machineries and equipment when necessary and incidents. The key tasks for the Team Lead may include the following:</p> <ul style="list-style-type: none"> • Ensure safety measures are adhered to during operations. • Ensure tools and equipment are replenished, reinstated and maintained. • Provide immediate response to incidents and emergencies. • Provide guidance to teams to ensure operations are running efficiently. • Report operation abnormalities such as faulty equipment to Supervisor.
<p>5. Plant Supervisor</p>	<p>A person assigned to assist in managing waste recycling materials recovery operations at disposal facility, inventory, equipment and maintenance schedule, teams and incidents. The key tasks for the Plant Supervisor may include the following:</p> <ul style="list-style-type: none"> • Assist in planning of routes, work schedules and deployment of manpower. • Communicate assigned duties to the team.

	<ul style="list-style-type: none">• Ensure stocks of tools and equipment are in order and ensure replenishment orders are fulfilled on a regular basis.• Evaluate reported equipment faults and report to operations executive.• Resolve operational abnormalities reported by Sorter/Senior Sorter/Machine Operator/Team Lead and conduct on-site investigations for such incidents.
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