

## **JOB DESCRIPTION**

### **CONTRACTUAL POSITION**

**JOB TITLE: ENVIRONMENTAL HEALTH AND SAFETY TECHNICAL OFFICER**

#### **JOB SUMMARY:**

This job requires the incumbent to collect and analyze EHS data on Ministry of Works and Transport's projects and to prepare technical EHS reports.

#### **REPORTS TO:**

**Director, Environmental Health and Safety Unit**

#### **SUPERVISION GIVEN TO:**

**N/A**

#### **DUTIES AND RESPONSIBILITIES:**

- Assists the Director, Environmental Health and Safety Unit (EHSU) in carrying out data collection and research for the preparation of reports on environmental matters.
- Design and implements systems and forms for data collection and analysis.
- Inputting of data into a computer-based environmental information system.
- Prepares environmental reports for the Director, EHSU.
- Investigates and reports on accidents/incidents occurring on project sites on behalf of the Director, EHSU.
- Assists in the implementation of public awareness for Health, Safety and Environmental programmes.
- Liaison with the Lands and Surveys Division in the acquisition of survey plans, topographic and other detailed drawings to facilitate the submission of technical documents to the Environmental Management Authority (EMA), Town and Country Planning Division (CPD) and other state agencies.
- Assists in the acquisition, analysis and collation of information for the preparation and submission of planning applications and other technical requests to the TCPD.
- Organizes, develops, and maintains a map data base and a register of all maps, drawings and other illustrative material.
- Attends technical meetings with state and private stakeholders as required.
- Performs other related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **SKILLS AND ABILITIES :**

- Ability to calibrate EHS Data collecting instruments.
- Understanding of the operations of the EHSU.

#### **MINIMUM EXPERIENCE AND TRAINING:**

- A Degree in Environmental Management or in a related environmental discipline.
- Training in Health and Safety evidenced by NEBOSH Diploma in Health and Safety.
- A minimum of six (6) months experience in sampling of HSE parameters such as air and water quality.