

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: ENVIRONMENTAL COORDINATOR

JOB SUMMARY

This job requires the incumbent to administer the Ministry's Environmental, Occupational Health and Safety Programme in accordance with all relevant legislation.

REPORTS TO:	Health, Safety and Environmental Advisor
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SUPERVISION GIVEN TO:	ENVIRONMENTAL, OCCUPATIONAL HEALTH AND SAFETY INSPECTOR
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DUTIES AND RESPONSIBILITIES:

- Conducts environmental planning, assessment and the monitoring of projects and operations in the Ministry of Works and Transport.
- Prepares environmental aspects of tenders for the design and supervision of infrastructure projects.
- Coordinates and works with inter-disciplinary teams, stakeholders through public consultations.
- Prepares Terms of Reference, Certificates of Environmental Clearance applications, Environmental Impact Assessments, management plans and other environmental documents for infrastructure projects.
- Conducts environmental baseline studies for infrastructure projects.
- Supervises Environmental, Occupational Health and Safety Inspectors.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE	<ul style="list-style-type: none">• Working knowledge of the legislation, policies, procedures and conventions that govern environmental management in Trinidad and Tobago.• Knowledge of CEC procedures, applications and compliance.• Knowledge and experience of T&CPD and EMA regulatory procedures.• Knowledge of Public Service Regulations.
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SKILLS AND ABILITIES :	<ul style="list-style-type: none">• The ability to prepare spill prevention and waste hazardous material management plans.• Excellent interpersonal skills.• Ability to work independently and as part of a team.• Strong written and oral skills.
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MINIMUM EXPERIENCE AND TRAINING:

- BSc Environmental Management

OR

- BSC Environmental and Natural Resource Management.
- A minimum of five (5) years' work experience in an Environmental Management field.
- A minimum of two (2) years' supervisory experience in an Environmental Management field.