

	<b>Gujranwala Waste Management Company (GWMC)</b>	Issue Date: 26 <sup>th</sup> Jan, 2015
		Policy Ref # JD/Ops/LF/AM
	<u><b>Job Description of Assistant Manager Landfill</b></u>	Revision # 00 , dated:
		Manual: Part of Human Resource

**Reports To:** Manager Landfill

**Department:** Landfill

**Location:** Landfill Site

**Responsibilities:**

- Handling of waste disposal at the disposal site under assistance of Manager Landfill.
- Managing the subordinate staff deputed at the disposal site.
- Management of the control room at the Landfill site.
- Assist Manager Landfill in maintenance of the equipment installed at the Landfill site.
- Routine reporting to Manager Landfill about the amount of waste coming to the site.
- Studying and proposing the modern methods of disposal.
- Any other task to be assigned by the Manager Landfill.
- Reporting about the vehicles taking waste to the disposal site showing the number of trips of these vehicles and any other observation.

**Skills Required:**

- Able to work under pressure and for extended hours as per requirement.
- Managerial, problem solving and Negotiation skills
- Analytical skills and Multi-tasking
- MS office and good English writing skills

**Education:** Minimum 16 years of education in environmental Sciences/Environmental Engineering or any other relevant field.

**Experience:** 1-2 years of work experience at some waste management facility.

**Age Limit:** Maximum 35 years