

	Gujranwala Waste Management Company (GWMC)	Issue Date: 26 th Jan, 2015
		Policy Ref # JD/Ops/LF/AM
	<u>Job Description of Assistant Manager Landfill</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