



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

JOB REFERENCE NO:

JOB TITLE: Recycling Center Supervisor

MINISTRY: Health & Human Services

DEPARTMENT: Environmental Health

LOCATION: Grand Turk, Turks and Caicos Islands

JOB SUMMARY:

To coordinate, supervise and operate the Waste and Recycling Center located on the Island of Grand Turk. Oversee the sorting, baling and marketing of materials collected from the recycling programs including: cardboard, scraps, cans, glass and e-waste. Performs preventive maintenance and modification on the waste and recycling center equipment including baler, loader, forklifts and rear loader. Supervise, coordinate and evaluate employees as assigned. Oversee the household waste program including collection, processing and disposal. Supervise and direct the reuse and recycling awareness among the public.

TASKS AND RESPONSIBILITIES:

1. Oversees the safe operation of equipment such as: baler, forklifts, loaders, street sweeper, roll-off trucks to process, sort, stack and move recyclable/waste materials
2. Performs preventive maintenance on processing area equipment requiring bending, climbing, squatting, grasping and fine hand manipulation
3. Maintains inventories and orders spare parts/supplies requiring the use of the computer, telephone and writing skills
4. Recommends and fabricates improvements to waste and recycling equipment.
5. Coordinates delivery/unloading of recyclable materials with vendors
6. Coordinates litter control and general maintenance of the waste and recycling area
7. Coordinates storm water controls and maintenance of the waste and recycling area.
8. Identifies buyers for recyclable materials; schedules pick-up of materials with buyers.
9. Compiles data, produces reports including the type and quantity of materials processed
10. Monitors recycling area activities to ensure compliance with safety regulations and other department policies and procedures
11. Ensures compliance with national and international recycling regulations in assigned area
12. Meets and communicates with various regulators overseeing the Waste and Recycling Center
13. Oversees collection and processing in the waste and recycling center
14. Supervises temporary workers or other employees as assigned





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MINIMUM QUALIFICATIONS & EXPERIENCE:

- An Associate Degree in environmental health/related field or equivalent
- Three to five years of experience in a supervisory role

SALARY: 5.1 \$38,691.00 per annum

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

BELONGERS NEED ONLY APPLY

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

