



Vacancy for the position of

**ASSISTANT OPERATIONS MANAGER**

within the

**GRENADA SOLID WASTE MANAGEMENT AUTHORITY**

The Assistant Operations Manager will be responsible for assisting the Operations Manager in the overall management of operations at the Landfills located at Perseverance and Dumfries and related operational activities in the field.

**Primary duties and responsibilities include:**

- Through subordinates: supervise the safe and efficient transport and disposal of solid waste, including household, industrial and institutional and household hazardous materials; supervise ancillary solid waste field operations, including equipment operations and repair.
- Assist in managing the development, revision, and implementation of policies and procedures for solid waste field operations; drafts budget and prepare Requests for Proposal (RFPs) for equipment and services; represent the Authority in negotiations with vendors and service contractors, and participate in contract administration in disputed contractual matters; prepare staff monthly reports.
- Assist in the development and execution of sound operational procedures pertaining to solid waste management.
- Manage works that are contracted out of the Authority, as well as work executed directly by the employees of the Authority.
- Recommend modifications to enhance waste reduction, reuse, recycle and composting initiatives and/or recommend new initiatives as appropriate.
- Ensure that construction and operation of landfill site facilities comply with established laws, principles, international standards and procedures.

**The successful applicant should possess the following minimum qualifications:-**

- A Bachelor's degree in Engineering (Civil, Environmental, Industrial) or related field.
- At least three years of relevant experience at a managerial or supervisory level.

**Other skills:-**

- Ability to perform well in a team-oriented environment.
- Good interpersonal and communication skills.
- Skilled in Construction and Project Management.

Application accompanied by a resume should be addressed to:

**The General Manager  
Grenada Solid Waste Management Authority  
P.O. Box 1194  
Grand Anse  
St. George  
E-mail: [gndswma@gswma.com](mailto:gndswma@gswma.com)**

Deadline for applications: April 6<sup>th</sup>, 2018

**Note: Only applicants who are considered will be contacted.**