

## JOB DESCRIPTION

### 1. PRINCIPAL JOB ACCOUNTABILITIES

Accountabilities(Please indicate what he shall be held responsible for)	Major Activities(Please indicate in details what he is expected to do to accomplish his job responsibilities)	Key Performance Indicators(Please indicate how his work will be measured)
Controlling treated effluent parameters during shift hours	Co coordinating with the available contractual manpower to ensure treated effluent parameters within GPCB norms	Deviation of treated effluent parameters during shift hours
Analysis data management	Updating treated effluent data in to soft copy and reporting if any deviation to immediate reporting officer	Deviation in updating data
Hazardous waste management	Preparing and maintaining legal documents pertaining to hazardous waste management like preparing Manifest for waste disposal & maintaining Form – 3 (Record of Hazardous Waste)	Deviation in legal procedure related to waste management
EMS management	Implementation of EMS standards (based on ISO 14000:2015) and HSEF technical standards and preparing the Standard Operating Procedures	Deviation in standard procedure follow up
STP Operation	Co coordinating with the available contractual manpower to ensure treated sewage effluent parameters with in GPCB discharge norms	Deviation of treated sewage effluent parameters during shift hours parameters
Legal Compliances	Identifying the regulatory and corporate requirements with respect to Environment. Obtaining CTE & CTO from GPCB and EC from MoEF/SEIAA for new product. Renewal of CCA time to time. Submission of returns as Monthly Patrak, Form 4 (Annual Return for Haz. Waste Disposal), Form V (Annual Env. Statement) and other annual Returns under BMWMR, EWMHR and BMHR etc.	Lack in documentation procedure for government submissions
SAP related work	Preparation of PR, MIV, SES, Tracking of bills, Inventory management as per instruction of the superiors	Knowledge of Computer and SAP related work

### 2. SKILLS AND KNOWLEDGE

#### Educational Qualifications

#### Functional Skills

##### I. Functional Skills Required

##### II. Technical Skills required

- a. ETP Operation
- b. STP operation

- c. Computer operation knowledge
- d. Effluent lab Analysis
- e. Knowledge of local rules and regulations
- f. Local language