

## Tuvalu Government – Job Description



<b>Position Title:</b>	Supervisor & Driver	
<b>Level and Salary (P/L):</b>	S1 – S3	\$10,887- \$15,447
<b>Ministry and Division:</b>	MHACCE	Department of Waste Management
<b>Location:</b>	Vaitupu & Nukufetau	
<b>Reports to:</b>	Assistant Waste Operational Officer	

### **JOB PURPOSE:**

Responsible for operating a variety of solid waste vehicles to collect and transport solid waste and recycling materials

### **KEY RESPONSIBILITIES:** (list no more than 6 key responsibilities not tasks)

1. Oversee the management of waste collection trucks
2. Safely operates all waste management vehicles and equipment on the designated island.
3. Ensure waste vehicles and equipment are well maintained
4. Any other work given by the Assistant Waste Operational Officer and superior officers.

### **MAIN DUTIES AND OUTCOMES:**

- 1.1 Coordinate daily routes for waste collection trucks.
- 1.2 Monitor truck usage and report any delays or operational issues.
- 2.1 Operate waste collection vehicles and machinery in accordance with safety procedures.
- 2.2 Transport waste to designated disposal or processing sites without incident.
- 3.1 Conduct routine checks on vehicle fluids, tires, and mechanical systems.
- 3.2 Report faults and assist with basic maintenance or servicing as required.
- 4.1 Support clean-up operations, equipment relocation, or emergency tasks as directed.
- 4.2 Assist with loading, sorting, or other duties assigned by supervisory staff

### **MANDATORY REQUIREMENTS:**

- Must be 18yrs and above.
- Must have a full class driving licence.
- Achieved Form 4 of a higher level of education.
- Work experience for more than 5 years in the field or relevant field
- Strong motivation to improve the quality and standard
- Willing to cooperate with other workmates
- Fair communication skills (written and oral) in English and Tuvaluan.

### **DESIRABLE REQUIREMENTS:**

- Considerable knowledge of the principles, operation and servicing of trucks and related automotive equipment
- Ability to properly use, operate and care for tools, equipment and materials
- Ability to perform routine maintenance and minor repairs to equipment
- Ability to read and understand vehicle operator's manual