

Job Description

Position: Environment Technical Officer II

Grade: 4

Directorate: Environment and Resources

Reports to: Line Superior / Senior Staff

Overall Purpose of Job

1. To provide technical support to the Unit in fulfilling its functions and responsibilities;
2. To promote and sustain a service culture which meets the expectations of the clients of the Environment and Resources Authority; and
3. To assist in the achievement of the agreed objectives as set out in the Business Plan.

Main Responsibilities

Note: *The duties expected of each officer in this grade differ according to the Unit to which the officer is attached*

1. General assistance to Environment Officers, including the collation of data and other necessary preliminary work, in carrying out the functions of the Unit.
2. Liaison, including correspondence, with the general public in connection with the Unit's services or functions, including dealing with enquiries.
3. Implementing surveillance and monitoring needs, through site visits and reporting.
4. Assisting with site visits for data collection.
5. Assisting Environment Officers in field work as required.
6. Assisting Environment Officers and other immediate superiors in preparing and implementing plans, policies, reports and documents on matters relating to administration, management, sampling, and surveillance and monitoring, planning and formulation of action plans.
7. Assisting in the setting up and maintenance of necessary databases and registers, and carrying out the necessary surveys and data collection and analysis.

8. Assisting in the preparation and implementation of scientific and technical studies, plans, policies, reports, documents and advice relating to any environmental issue on matters concerned with the functions of the Unit.
9. Attending public meetings, exhibitions or other functions to assist senior staff, and assisting in public awareness activities.
10. Interpreting of measures necessary to be taken for the protection of the environment, according to the Unit the Environment Technician is assigned to, and liaising with other relevant Units within ERA on matters of mutual concern.
11. Making use of information technology tools to formulate reports, present data, and input data, plot data on digital maps and communicate internally with other officers through IT.
12. Carrying out related subsidiary and ancillary tasks within the normal flexibility of the job as directed by the Unit Manager or other Senior Officer to which the Environment Technician is assigned.
13. Handling data with the strictest confidentiality where necessary.
14. Assisting in maintenance, servicing and continuity of operation of environmental monitoring networks, analysers, calibration systems, meteorological sensors and data processing equipment operated by ERA.
15. Assisting Environment Officers in performing periodic quality assurance and quality control (QA/QC) work including equipment adjustment and calibration following a predetermined schedule.
16. Carrying out of general maintenance duties and repairs on environmental monitoring equipment operated by ERA.

Others

1. Making recommendations and suggestions on matters relating to the responsibilities of the Unit to which the Environment Technician is assigned;
2. Regular reporting to immediate superior to whom the Environment Technician is assigned.

Performance / Impact of the Job

1. Contributing to the maintenance of a high public profile for the environment in general.
2. Providing efficient and effective technical support to the Authority.
3. Contributing towards the attainment of ERA's Business Plan objectives.

Supervision Received

1. Unit Manager generally; Senior Environment Technician; Senior Environment Officer and Environment Officer for detailed work.

Supervisory Responsibility (Direct\Indirect)

1. **Indirect:** Technical guidance to other minor staff.

Others

1. Dealing tactfully with official and public pressure related to environmental issues.
2. May be required to perform emergency maintenance/repairs on environmental monitoring equipment outside office hours and at short notice.
3. May be required to work on the field and outside an office environment for most of the working week.

Qualifications/Experience/Skills

Qualifications/Experience: The following Qualifications/Skills/Experience would be considered necessary:

Four (4) 'O' levels including Maltese, Maths and English and either a Science Subject or Geography [MQF Level 3 Sec Grades 1-5];

AND

One (1) 'A' level in a Science Subject or Geography [MQF Level 4];

Two (2) years working experience in the field of Environment;

Possess Category B driving licence.

Skills: Interpersonal, report writing, communication and data collection and analysis skills and preferably computer literate.

Representation (Internal/External)

1. Liaison with other Teams within ERA.
2. Contacts with other agencies, including statutory bodies and community organizations, and non-governmental organizations.

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