

Job Description

Position: Environment Technician II
Grade: Grade 4
Directorate: Environment and Resources
Reports to: Line Superior [as assigned from time to time]

Key Responsibility

In the role of Environment Technician II, the officer shall be responsible to provide an effective overall support to the area under responsibility in line with the aims and objectives of the Authority.

Section A

General Employee duties within the assigned responsibilities

1. Perform duties within the provisions of the Authority Act, subsidiary and / or related legislation, and that all operations and activities comply with the relevant legal instruments;
2. Contribute to the objectives of the Authority by effectively planning, organising, leading and controlling the assigned responsibilities;
3. Serve as a point of reference for the Authority in the assigned responsibility;
4. The employee is expected to:
 - a. be present in meetings including but not limited to commissions, committees, Board meetings conferences, public consultation meetings, hearings, mediation, remedial action, legal hearings, tribunal sittings, court sittings within and outside the official working hours of the Authority;
 - b. observe and comply with guidelines and directions as may be issued by Senior Management;
5. Assist to meet the public's demands in line with the Authority's responsibilities;
6. Inform, advise and report to immediate superiors on matters, developments, issues and cases;
7. Resolve issues and cases that fall within the assigned responsibilities;
8. Analyse, interpret, apply and implement in a timely and appropriate manner any relevant information and obligations as well as any other relevant documents and providing material and guidance to other employees within the Authority;
9. Address enquiries and complaints and provide information and reports as directed;
10. Provide support to other Authority functions;
11. Administer, coordinate, collect, map, report, record, analyse and audit data, logs and information that is generated both internally and externally outside the Authority;
12. Maintain the Authority databases;
13. Contribute to research studies;

14. Contribute and adhered to the Policy Standards, Practices and Procedures set by the Authority;
15. Support and substitute other employees in attaining the Authority's goals and deliverables;
16. Report and assist management in HR-related matters.
17. Perform other tasks and exercises as required and / or directed by the line superiors or Chief of the Authority.

Section B

Main Duties and Responsibilities

Lead

1. Assist colleagues within the assigned areas of responsibility to ensure the delivery of effective results;
2. Raise recommendations to improve performance and effectiveness and contributing to the change process;
3. Make decisions at the appropriate level of responsibility whilst taking into account the Authority policies and procedures, goals and objective;
4. Promote a culture of collaboration, a positive working environment, work ethic and service to the public.

Develop

1. Assist in the review, development and drafting of policies, strategies, programme, plans, legal documents (including contracts, notices and regulations), procedures, and practices concerning assigned areas of responsibility;
2. Develop and implement well-researched technically sound actions on generic and particular subjects and situations;
3. Assist in the development and implementation of business plans and budgets for the assigned responsibilities;
4. Assist in the development, reviewing and implementing mechanisms, to ensure that any quantitative and qualitative targets assigned within the Unit employees, are attained;
5. Foster internal and external stakeholder relationships by liaising, consulting, negotiating, networking;
6. Keep abreast with relevant developments in both national and international fields within the assigned responsibility.

Plan

1. Contribute to the planning of the assigned area of responsibility;
2. Contribute towards the scheduling, coordinating and prioritizing work within the assigned area of responsibility.

Monitor

1. Assist in the monitoring of business plans, budgets, goals, policies, expenses, objectives, targets, contracts and processes and recommending necessary actions as appropriate;

2. Ensure that the OHS&A policies are adhered;
3. Ensure that data and document policies are adhered to.

Section C

Job specification duties

The Environment Technician II shall be responsible to support the line superior and ensure that the overall work is carried out effectively and efficiently in accordance with any applicable policies, and approved business plans and in liaison with the line superior.

1. General assistance to Environment Officials, including the collation of data and other necessary preliminary work, in carrying out the functions of the Unit;
2. To liaise, including correspondence, with the general public in connection with the Unit's services or functions, including dealing with enquiries;
3. To perform site visits for data collection;
4. To assist Officials in field work as required;
5. To assist Environment Officers and other immediate superiors in preparing and implementing plans, policies, reports and documents on matters relating to administration, management, sampling, surveillance and monitoring, planning and formulation of action plans;
6. To set up and maintain necessary databases and registers, and carry out the necessary surveys and data collection analysis;
7. To prepare and implement scientific and technical studies, plans, policies, reports, documents and advice relating to any environmental issue on matters concerned with the functions of the Unit;
8. To attend public meetings, exhibitions or other functions to assist senior staff, and assisting in public awareness activities;
9. 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;
10. To make use of information technology tools to formulate reports, present data, input data, plot data on digital maps and communicate internally with other officers through IT;
11. To carry 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 II is assigned;
12. Handle data with the strictest confidentiality where necessary;
13. Maintain and service for the continuity of operation of environmental monitoring networks, analysers, calibration systems, meteorological sensors and data processing equipment operated by ERA;
14. To assist ERA Officials in performing periodic quality assurance and quality control (QA/QC) work including equipment adjustment and calibration following a predetermined schedule;
15. Carry out of general maintenance duties and repairs on environmental monitoring equipment operated by ERA;
16. Make recommendations and suggestions on matters relating to the responsibilities of the Unit to which the Environment Technician II is assigned; and
17. Regular reporting to immediate senior officer to whom the Environment Technician II is assigned.
18. Attend to the monitoring network outside core hours.

Section D

Job Entry Requirements

Qualifications

Four (4) O level passes at MQF Level 3 Sec Grades 1-5. O level passes may be replaced with a foundation or introductory course from MCAST at MQF Level 2 or higher.

AND

A full diploma in Electrical OR Electronics OR Mechanical Engineering at [MQF Level 3] AND Enemalta Wireman Licence A.

OR

A full advanced diploma in Electrical OR Electronics OR Mechanical Engineering at MQF Level 4 OR a Fellenberg Certificate at an Ordinary Technical Diploma level (OTD).

Experience

Three (3) years relevant experience.

Skills

Possess category B driving licence.

Personal Skills

- Interpersonal skills
- Assertive skills
- Communication skills
- Methodological skills
- Proficiency in English

Daniel Cilia
Director
Corporate Services
12/12/2026

Attributes

- Reliability & trustworthiness
- Integrity
- Collaborative attitude
- Team player

Organisational Skills

- Administration
- Research and analysis
- Coordination
- Time management
- Negotiation

