

# ENVIRONMENTAL PROTECTION AGENCY



## Job Description

<b>Job Title:</b>	Field and Data Management Technician
<b>Reports to:</b>	Senior Environmental Officer
<b>Division:</b>	Environmental Management Compliance Division
<b>Overall Objective:</b>	To undertake activities related to environmental monitoring and compliance, inspection analysis, data management, and reporting.

## **Duties and Responsibilities**

- Managing, maintaining and calibrating of analytical field equipment.
- Maintaining field equipment log books.
- Updating equipment inventory.
- Issuing equipment inventory.
- Making the relevant request for equipment accessories and supplies as the need arises.
- Coordinating and ensuring that an emergency response kit is prepared and always available for emergency visits.
- Assisting Officers in environmental monitoring exercises using analytical equipment as the need arises.
- Training Environmental Officers in the use of analytical equipment.
- Collecting samples from specific environments in accordance to establish methods.
- Ensuring that the chain-of-custody procedures are followed during sample collection.
- Preparing samples, forms and reports for the laboratory.
- Managing and updating EMD's existing databases.
- Providing relevant information from databases for generation of reports.
- Developing, managing and updating database of laboratories in Guyana and the type of analytical test performed.
- Updating the Division's inventory - Water Quality, Air Quality, Hazardous Wastes, etc.
- Assisting in the processing of Environmental Authorization (particularly for noise permits).
- Undertaking any other related duties which may be assigned from time to time.

## **Requirements**

- At least five (5) subjects CXC with grades I, II or III including Information Technology, Chemistry, Biology, and Mathematics and three (3) years experience working in a similar position.

**OR**

- At least three (3) subjects CAPE with grades I, II and III including Information Technology, Chemistry, Biology, and Mathematics and one(1) year experience working in a similar position.

**OR**

- A Diploma in Science from the Government Technical Institute or any other recognized institution and one (1) year experience working in a similar position.
- Demonstrated proficiency with the use of Microsoft Office (Excel, Word and Access).
- Additional training in Information Technology would be an asset.

## **Communication, Influence and Motivation**

Should have good oral and written communication skills and ability to work as a team.

## **Resource Management**

Field and laboratory equipment, equipment manuals, log books and the Division Database.

## **Accountability**

Field and laboratory equipment, Permitting database, Compliance database.