

Typical Landfill Site Management - Tasks and Responsibility Matrix (Responsible: X Contribute: X Temporary: X)

Position	General Manager	Operational Manager	M&E Reporting Legal Affairs	Financial Accountant	Landfill site supervisor	Leachate Technician / EHS Supervisor
Post holders						
Management (overall responsibility)	X					
Responsibilities/Tasks allocation	X					
Representation of WASTE MANAGEMENT AUTHORITY to the outside	X					
Policy and Guidelines of CWSA / SWMU	X					
Coordination with Board	X					
Financial Budget Responsibility	X					
Cooperate with clients and partners	X					
Manage WASTE MANAGEMENT AUTHORITY image	X					
Data management (collection, storage, interpretation)	X	X	X	X	X	X
Sign official letters	X					
Reporting to the Board	X					
Business Plan	X	X	X	X		
Internal Workflows (overall responsibility)	X					
Effective and Efficient Workflow	X					
Delegation of tasks	X					
Monitoring of adequate task implementation	X					
Prepare action plan	X	X	X	X	X	X
Personnel (overall responsibility)	X					
Recruit/sanction/terminate cooperation	X					
Delegate tasks	X					
Staff capacity development	X	X				
Adequate staff training	X					
Adequate monitoring of staff performance (feedback)	X	X				
Cooperate with Consultants	X	X	X	X	X	X
Financial (overall responsibility)	X					
Financial management	X			X		
Budget preparation	X			X		
Budget monitoring	X	X	X	X	X	X
Asset Management	X			X		

Position	General Manager	Operational Manager	M&E Reporting Legal Affairs	Financial Accountant	Landfill site supervisor	Leachate Technician / EHS Supervisor
Prepare tariff calculations for Board	X			X		
Implement tariffs for Commercial customers	X			X		
Manage service agreements	X			X		
Accounting	X			X		
Prepare balance sheet and P&L statement	X			X		
Inform Supervisory council on Financial issues	X			X		
Stakeholder cooperation and coordination	X			X		
Contractors	X			X		
Payment management	X			X		
Service providers	X			X		
Legal Issues (overall responsibility)	X					
Contract management	X		X			
Procurement	X	X	X			
Legal conflict management	X		X			
Representation in front of court	X		X			
Landfill O & M (overall responsibility)	X					
Operation		X				
Development of a Landfill O & M Plan		X			X	
Determination and expedition of work procedures		X			X	
Preparation of a staff and work schedules		X			X	
Recommendation of rules, regulations, policies, and procedures for landfill operations					X	X
Operation data management		X			X	
Reporting and documentation		X				
Operation staff development		X			X	
Fulfilment of all legal requirements		X				
Supervision of all landfill operational staff					X	
Issuing written and oral instructions					X	
Assignment of duties					X	
Examination of work for exactness and neatness					X	
Monitoring of conformance to policies and procedures					X	
Studying and standardising procedures to improve efficiency					X	

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Maintaining harmony among workers and resolving grievances					X	
Adjusting errors and complaints					X	
Overseeing all projects and daily operations at the landfill					X	
Training of personnel concerning proper landfill operations methodology					X	
Assisting with any landfill surveying work		X				
Assuring the proper operation of the leachate treatment					X	X
Assuring the proper operation of the LFG collection and treatment					X	
Maintenance						
Overseeing the maintenance of all landfill equipment					X	
Overseeing the maintenance of all landfill facilities					X	
Management of maintenance contracts		X				
Assuring an adequate supply of equipment, supplies, and materials necessary for ongoing landfill operations		X				
Keeping record of spare and wear parts as well as consumables					X	
Approving the utilisation of the spare and wear parts as well as consumables					X	
Identification of any need for repair and scope of repair					X	X
Preparation of technical specifications for procurements		X			X	X
Monitoring and Reporting						
Overseeing waste inspection and enforcing waste disposal standards					X	
Monitoring and reporting of the environmental indicators		X			X	X
Monitoring and reporting of the staff performance		X			X	
Monitoring and reporting of the landfill volume utilisation		X				
Monitoring and reporting of the utilisation of consumables		X			X	
Monitoring and reporting of the spare and wear parts					X	
Occupational Health and Safety (overall responsibility)	X					
Preparation of an OHS plan		X				X
Implementation and monitoring of the OHS plan		X				X
PR and Communications (overall responsibility)	X					
Communication with the Board	X					

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Communication with donors	X					
Communication with governmental institutions	X					
Preparation of a PR budget	X					
Citizen communication	X					
Press communication	X					
Grievance system management	X					
WASTE MANAGEMENT AUTHORITY website and social media management	X					
IT Management (overall responsibility)	X					
Maintenance of the IT hardware						X
Maintenance of the IT software						X
Backup of data						X
Maintenance of ERP system through service provider				X		
Maintenance of internet and telephone connections		X				
Training of new staff on IT utilisation						X
Other responsibilities (overall responsibility)	X					
Development of waste treatment technologies		X				
Management and maintenance of WASTE MANAGEMENT AUTHORITY archive			X			