

ENGINEERING PROJECTS AND CONTRACTS

Power Systems

SITE ENVIRONMENTAL OFFICERS X 5 LIMITED DURATION CONTRACT REF: EPC-HC010

JOB DESCRIPTION

Job purpose:

The Site Environmental Officer is responsible for implementing and monitoring environmental management requirements on substation construction, refurbishment, and maintenance projects. The role ensures compliance with environmental legislation, client requirements, environmental management plans (EMPs), permit conditions, and company policies while minimizing environmental impacts during project execution.

Detailed Key Responsibilities

Environmental Compliance

- Ensure compliance with applicable environmental legislation, regulations, permits, and client environmental requirements.
- Implement and monitor the project Environmental Management Plan (EMP).
- Conduct routine environmental inspections and audits of construction activities.
- Ensure compliance with Environmental Impact Assessment (EIA) conditions where applicable.
- Monitor contractor compliance with environmental procedures.

Site Environmental Monitoring

- Monitor vegetation clearing and rehabilitation activities.
- Inspect erosion and sediment control measures.
- Monitor dust suppression and air quality control measures.
- Ensure proper management of stormwater drainage.
- Monitor noise and vibration levels where required.
- Ensure protection of watercourses, wetlands, and sensitive environmental areas.

Waste Management

- Implement site waste management plans.
- Ensure proper segregation, storage, transportation, and disposal of waste.
- Monitor hazardous waste handling and disposal.
- Maintain waste disposal records and manifests.
- Promote recycling and waste minimization initiatives.

A division of ACTOM (Pty) Ltd

Registration Number: 2008/001863/07

Chairman: MA Mthethwa

Group Chief Executive Officer: M Naidoo

Divisional Chief Executive Officer: MN Msibi

Directors:

Executive: M Naidoo, D Lubbe, S Makamu,
S Chauke

(MLE Augonnet* - Alternate to S Chauke)

Non-Executive: C Kula, N Mohamed, S Ntswayi

EA Van Wyngaardt *French



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Pollution Prevention

- Monitor fuel and chemical storage areas.
- Conduct inspections for oil leaks and spill risks.
- Ensure spill kits are available and maintained.
- Investigate environmental incidents and coordinate spill response.
- Monitor contamination prevention measures.

Environmental Documentation

- Maintain environmental registers and records.
- Prepare weekly and monthly environmental reports.
- Record environmental inspections and corrective actions.
- Maintain permit and license documentation.
- Track environmental non-conformances and close-out actions.

Training and Awareness

- Conduct environmental induction training for employees and contractors.
- Deliver toolbox talks on environmental topics.
- Promote environmental awareness and best practices.
- Coach site personnel on environmental compliance.

Incident Management

- Investigate environmental incidents and near misses.
- Prepare incident investigation reports.
- Recommend corrective and preventive actions.
- Monitor implementation of corrective actions.

Stakeholder Engagement

- Liaise with environmental consultants, regulators, and client representatives.
- Assist during environmental audits and inspections.
- Respond to environmental complaints from stakeholders.

Rehabilitation

- Monitor rehabilitation of disturbed areas.
- Ensure topsoil management requirements are followed.
- Oversee revegetation and restoration activities.

- Verify rehabilitation meets project specifications.

Qualifications & Experience

- National Diploma in Building, construction Management or Quantity Surveying.
- Relevant training in site related activities.
- Related experience of a minimum of 5 years in construction management, preferably with some prior site management or supervisory exposure.
- Strong leadership, planning, and coordination skills.
- Excellent understanding of HSE, quality systems, and construction best practices.
- Ability to read and interpret technical drawings, specifications, and contracts.
- Effective communication, reporting, and problem-solving skills.
- Willingness to work extended hours and relocate to project sites as required.

Applications

Application letter accompanied by the current CV may be forwarded to epc.hc@actom.co.za by no later than 07 August 2026.