

Ministry for Justice, Culture and Local Government

POST OF TRADESMAN/SENIOR TRADESMAN (VEHICLE AND PLANT MECHANIC) IN THE MINISTRY FOR JUSTICE, CULTURE AND LOCAL GOVERNMENT

Nomenclatures denoting the male gender include also the female gender.

1. The Director General, Cleansing and Maintenance Division, Ministry for Justice, Culture and Local Government, invites applications for the post of Tradesman/Senior Tradesman (Vehicle and Plant Mechanic) in the Ministry for Justice, Culture and Local Government.

Terms and Conditions

2.1 This appointment is subject to a probationary period of six (6) months.

2.2 The salary for the post of Tradesman (Vehicle and Plant Mechanic) is Salary Scale 16, which in the year 2019 is equivalent to €13,530 per annum, rising by annual increments of €263 up to a maximum of €15,108.

2.3 A Tradesman (Vehicle and Plant Mechanic) will progress to Scale 15 which in the year 2019 is equivalent to €14,390 per annum, rising by annual increments of €298 up to a maximum of €16,178 on completion of five (5) years service in the grade, subject to satisfactory performance.

2.4 A Tradesman (Vehicle and Plant Mechanic) will be promoted to the grade of Senior Tradesman (Vehicle and Plant Mechanic) in Scale 14 which in the year 2019 is equivalent to €15,393 per annum, rising by annual increments of €316.83 up to a maximum of €17,294 on completion of 10 years service in the grade of Tradesman (Vehicle and Plant Mechanic), or five (5) years if in possession of a Higher Technician Diploma or a recognised, comparable or higher technical qualification, subject to satisfactory performance.

2.5 The Higher Technical Diploma is rated at MQF Level 5. A person in possession of an appropriate, recognised MQF Level 4 qualification, followed by two (2) years proven, appropriate experience, shall be deemed to satisfy the clause Higher Technician Diploma or a recognised, comparable, or higher technical qualification.

Duties

3. The duties of Tradesman/Senior Tradesman (Vehicle and Plant Mechanic) include:

- (a) working as needed on a wide variety of light and heavy vehicles, and light and heavy plant. This equipment may include cars, vans, light trucks, larger trucks of various tonnage ratings, road sweepers, street washers, skip loaders, tractor units, low loaders, truck mounted aerial platforms (cherry pickers) and cranes, refuse collection vehicles, etc., as well as wheel shovels, skid steer loaders and dumpers and light plant such as grass cutters and chain saws;
- (b) carrying out thorough observations of equipment to assess faults and damage in order to establish the required repair procedures;
- (c) diagnosing and identifying faults in every part of the vehicle or equipment, and repair according to good practice;
- (d) carrying out servicing and regular maintenance works on the equipment as instructed, and keeping records thereof;

- (e) dismantling and mounting tyres, shafts, axles and other parts as may be required to carry out the necessary repairs;
- (f) disassembling, repairing and reassembling the engine, gearbox, braking system or any other ancillary mechanical systems of same vehicle or plant;
- (g) diagnosing and repairing hydraulic circuits installed on any part of the machinery;
- (h) be familiar with standard measuring instruments such as vernier callipers, micrometers and depth gauges;
- (i) be adept in the use of diagnostic equipment, such as pressure gauges and computerised diagnostic tools to facilitate trouble shooting and repairs;
- (j) be proficient in the use of vehicle workshop manuals and other technical literature, interpreting drawings and instructions, and following same without difficulty;
- (k) applying one's technical knowledge and skills to work on new types of plant and machinery as the need may arise;
- (l) keeping oneself updated and familiar with developing technologies as applied to all types of vehicles and plant;
- (m) carrying out repairs needed to highest levels of workmanship;
- (n) contributing towards good housekeeping and tidyness of the work environment;
- (o) be aware of and apply on the job health and safety work practices such that risk of injury to self and others and damages to equipment are avoided;
- (p) be prepared to carry out all the above duties both in the workshop as well as on site as the need may arise;
- (q) any other duties as may be deemed necessary by superiors;
- (r) any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.

A person in the grade of Tradesman / Senior Tradesman (Vehicle and Plant Mechanic) must also possess the following attributes:

- (i) have good communication skills, both verbal and written, in Maltese and English languages;
- (ii) be familiar with modern engine management systems and fault finding methods;
- (iii) work independently and as a team member, without supervision;
- (iv) work on own initiative and with full responsibility.

Eligibility requirements

4.1 By the closing time and date of this call for applications, applicants must be:

- (i) (a) citizens of Malta; or

- (b) citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or
- (c) citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or
- (d) any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or
- (e) third country nationals who have been granted long-term resident status in Malta under regulation 4 of the “Status of Long-Term Residents (Third Country Nationals) Regulations, 2006” or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the “Family Reunification Regulations, 2007”.

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

- (ii) able to communicate in the Maltese and/or English languages;
- (iii) in possession of the Journeyman’s Certificate in the trade of Vehicle and Plant Mechanic having successfully completed the course of study under the Extended skills Training Scheme (ESTS) or a recognised, appropriate, or higher qualification;

OR

- (iv) public officers whose competence in the trade of Vehicle and Plant Mechanic has been certified by a Trade Testing Board set up under the Employment and Training Services Act. Public Officers applying for a higher post must be confirmed in their current (or previous) appointment, (as the case may be).

4.2 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVET credits, or equivalent, taken as part of a recognized higher MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

4.3 Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.4 Applicants must be of conduct which is appropriate to the post applied for (applicants who are already in the Malta Public Service must produce a Service and Leave Record Form (GP 47); those applying from outside the Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details).

4.5 Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.4 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.6 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

Submission of supporting documentation

5.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the Recruitment Portal on <https://recruitment.gov.mt>. Under no circumstances should any such documents be submitted after two (2) working days from the closing date of the call for applications.

5.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Selection procedure

6.1 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

6.2 Due consideration will be given to applicants who, besides the requisites indicated in paragraphs 4.1 - 4.3, have proven relevant work experience.

Submission of applications

7. Applications are to be submitted, for the attention of the Director General, Cleansing and Maintenance Division, Ministry for Justice, Culture and Local Government, through the Recruitment Portal **only** at the following address: <https://recruitment.gov.mt>. Applications are to include a curriculum vitae (which should include a list of qualifications held by applicant), and an updated Service and Leave Record Form (GP47) / Certificate of Conduct as applicable, in pdf format, which are to be uploaded through the Portal. The closing date of the receipt of applications is **noon** (Central European Time) of **Friday, 15th February 2019**. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

Other general provisions

8. Other general provisions concerning this call for applications, with particular reference to:

- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- medical examination;
- the process for the submission of petitions concerning the result;
- access to application forms and related details;
- retention of documents;

may be viewed by accessing the website of the People & Standards Division at the address <https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx> or may be obtained from the Cleansing and Maintenance Division, Corradino Industrial Estate, Paola. These general provisions are to be regarded as an integral part of this call for applications.

The website address, and e-mail address of the receiving Division are www.mjcl.gov.mt and hr.cleansing@gov.mt.