Anness A

Ministeru	Ministeru għat-Trasport, l-Infrastruttura u Proġetti Kapitali
L-impjieg	Post ta' Graduate Engineer (Mechanical) /Junior Engineer (Mechanical)/ Engineer (Mechanical)

MINISTERU GĦAT-TRASPORT, INFRASTRUTTURA
U PROĠETTI KAPITALI

BLOCK A, TRIQ FRANCESCO BUONAMICI,
FURJANA, MALTA

Dmirijiet u responsabbiltajiet

i. Jkun responsabbli għat-tiswija u s-servicing tal-flotta ta' karozzi tal-Ministeru li jaħdmu bil-magna jew bl-elettriku kif ukoll inġenji u vetturi kbar;

ii. Jiżgura li workshops li jaqgħu taħt ir-responsabbiltà tiegħu jkunu mgħammra bil-faċilitajiet, l-għodda u l-apparat meħtieġ;

iii. Jipprepara speċifikazzjonijiet, baġits u kontijiet ta' kwantità għat-tlestija tad-dokumenti tat-tenders għax-xiri ta' materjal, spare parts u apparat meħtieġ għall-manutenzjoni tal-vetturi;

iv. Jassisti fiż-żamma ta' programm komprensiv ta' manutenzjoni tal-vetturi, il-makkinarju, l-apparat, is-sistemi u l-installazzjonijiet li jappartjenu jew jaqgħu taħt ir-responsabbiltà tad-Direttorat;

v. Jkun kapaċi jaħdem u jagħti direzzjoni fuq installazzjonijiet tal-air conditioning u l-elettriku fuq karozzi u t-tiswija tagħhom, filwaqt li jżomm ruħu aġġornat fuq l-aħħar teknoloġiji u xejriet f'dan is-settur;

vi. Jmexxi, jissorvelja u jħarreg lil-membri tat-tim kif meħtieġ;

vii. Jiżgura li l-perjodu ta' waqfien tal-vetturi jkun minimu, filwaqt li t-tiswijiet ma jfixklux jew iwaqqfu l-andament tal-proġetti tal-Ministeru jew Dipartimenti oħrajn;

viii. Jikteb rapporti, jattendi laqgħat, jagħmel skambju ta' informazzjoni ma' professjonisti oħra, jirreġistra u jaħżen l-informazzjoni f'konformità mal-leġislazzjoni, ir-regolamenti u l-policies;

ix. Ikollu rwol ewlieni fl-assigurar tas-sigurtà, it-titjib fl-effiċjenza u l-kwalità operattiva, fil-kontroll tal-ispejjeż u fil-protezzjoni tal-ambjent;

x. Jkun kapaċi jevalwa l-kundizzjoni tal-vetturi li jiddaħħlu għat-tiswija u jekk humiex tajbin għat-triq jew le;

xi. Jaqdi dmirijiet oħra li jiġu meqjusa xierqa mid-Direttur Ġenerali, mid-Direttur u/jew mir-rappreżentanti tagħhom;

xii. Jaqdi kwalunkwe dmirijiet oħra skont l-esiġenzi tas-Servizz Pubbliku, skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Transport, Infrastructure and Capital Projects
Job Title	Post of Graduate Engineer (Mechanical)/Junior Engineer (Mechanical)/Engineer (Mechanical)

MINISTRY FOR TRANSPORT, INFRASTRUCTURE
AND CAPITAL PROJECTS

BLOCK A, FRANCESCO BUONAMICI STREET,
FLORIANA, MALTA

Duties and responsibilities

i. Responsible for the repairs and servicing of the Ministry's fleet of vehicles of internal combustion engined and electrically powered light vehicles as well as heavy plant vehicles;

ii. Ensures that the workshops under his responsibility are equipped with the necessary facilities, tools and equipment;

iii. Prepares specifications, budgets and bills of quantity for the completion of tender documents for the procurement of material, spare parts and equipment necessary for vehicle maintenance;

iv. Assists in maintaining a comprehensive preventive maintenance programme for the vehicles, machinery, equipment, systems and installations pertaining to or falling under the Directorate's responsibility;

v. Being able to work and give direction on automotive air conditioning and electrical installations and related repairs, while keeping abreast of the latest technologies and trends in this sector;

vi. Manages, supervises and trains team members as necessary;

vii. Ensures that vehicle down time is kept to a minimum while repairs do not interfere or interrupt the performance of the Ministry's or other Departments' projects;

viii. Writes reports, attends meetings, exchanges information with other professionals, records and stores information in compliance with legislation, regulations and policies;

ix. Plays a leading role in ensuring safety, improving operational efficiency and quality, controlling costs and protection of the environment;

x. Being able to assess the condition of vehicles admitted for repairs and whether they are still roadworthy or not;

xi. Performs other duties as deemed appropriate by the Director General, the Director and/or their representatives;

xii. Performs any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary.