

# Anness A



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

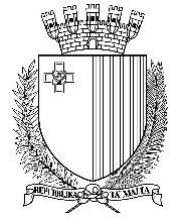
MINISTERU GĦAT-TRASPORT, INFRASTRUTTURA  
U PROĠETTI KAPITALI

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-facilitajiet, 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 jzomm ruħu aġġornat fuq l-aħħar teknoloġiji u xejriet f'dan is-settur;
- vi. Jmexxi, jissorvelja u jharreg 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 jiddaħhlu 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



<b>Ministry</b>	Ministry for Transport, Infrastructure and Capital Projects
<b>Job Title</b>	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 engine 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.