Anness A

Ministeru	Ministeru għal Għawdex
L-impjieg	Senior Public Cleansing Foreman

MINISTERU GĦAL GĦAWDEX
Pjazza San Franġisk,ir-Rabat Għawdex

Dmirijiet u responsabbiltajiet

i. Responsabbli mit-tmexxija u mill-immaniġġjar effettiv tat-taqsimiet kollha li jaqgħu taħtu/taħtha b'mod effiċjenti u produttiv skont il-ħiliet u l-kapaċitajiet tal-ħaddiema, b'tali mod li r-riżorsi tal-Ministeru jintużaw bl-aktar mod effettiv u effiċjenti;

ii. Responsabbli mit-tmexxija u l-immaniġġjar tal-Public Cleansing Foremen, Supervisors u tal-ħaddiema kollha taħt il-kontroll tiegħu/tagħha filwaqt li jissorvelja l-attendenza, il-puntwalità, ix-xogħol u s-sorveljanza u l-osservazzjoni tal-liġijiet u r-regolamenti kurrenti dwar is-saħħa u s-sigurtà fuq il-post tax-xogħol;

iii. Responsabbli mill-infurzar tad-dixxiplina u l-azzjonijiet kollha li għandhom jittieħdu ma' xi impjegat taħt il-kontroll tiegħu/tagħha, jekk ikun hemm il-bżonn;

iv. Responsabbli mill-ippjanar, mill-implementazzjoni u mill-immaniġġjar tax-xogħol ta' kuljum skont il-prijoritajiet u l-miri relatati mat-tindif pubbliku;

v. Jassigura, bi spezzjonijiet regolari fuq l-lantijiet tax-xogħol, li t-tindif kollu u t-tindif tal-bajjiet taħt is-superviżjoni tiegħu/tagħha jitlestew fl-iqsar żmien possibbli waqt li jiġi assigurat l-aħjar kwalità ta' xogħol skont l-istandards stabbiliti mill-maniġment superjuri u/jew awtoritajiet kompetenti oħra;

vi. Jassumi r-responsabbiltà mill-ordni ta' ħruġ tal-materjal mill-imħażen u tagħmir li jista' jkun meħtieġ waqt l-eżekuzzjoni tax-xogħol u jiżgura li kwalunkwe impjant u makkinarju wżat ikun konformi mal-istandards tas-Saħħa u s-Sigurtà;

vii. Jiżgura li kwalunkwe makkinarju, impjant u tagħmir jintuża kif xieraq u skont il-manwali rispettivi filwaqt li kull makkinarju, impjant u tagħmir difettuż għandu jiġi rrapportat u msewwi kif xieraq qabel użu ulterjuri;

viii. Jikkordina kontinwament mas-Superjuri, mal-uffiċjali għolja tad-Direttorat, ma' sezzjonijiet oħra fil-Ministeru għal Għawdex kif ukoll ma' dipartimenti jew entitajiet oħra tal-Gvern;

ix. Jagħti assistenza fit-tnedija ta' inizjattivi ġodda li jeħtieġu li jiġu mnedija mid-Direttorat;

x. Jagħmel użu mis-sistemi tal-informatika kollha stabbiliti mill-Ministeru għal Għawdex;

xi. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

xii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Gozo
Job title	Senior Public Cleansing Foreman

MINISTRY FOR GOZO
St. Francis Square, Victoria Gozo

Duties and responsibilities

i. Responsible for and manages effectively all sections under his charge in an efficient and productive manner according to the workers' skills and capabilities, such that the resources of the Ministry are used in the most effective and efficient manner possible;

ii. Leads and manages Public Cleansing Foreman, Supervisors and employees under his/her charge as well as monitors attendance, punctuality, works while adhers to relevant occupational health and safety regulations and ensures that all employees under his/her charge operates in line with the same regulations;

iii. Is required to take disciplinary procedures and action that need to be taken with any employee under his/her charge, if the case arises;

iv. Plans, implements and manages day-to-day tasks in accordance with priorities and goals;

v. Ensures, through all necessary inspections, that all cleansing and beach cleaning works under his supervision are carried in the least time possible, within stipulated timeframes and meets the required standards established by the senior management and/or any other competent authorities;

vi. Responsible for the issuing of materials from stores and any other equipment that may be required during the execution of work and shall ensure that any plant/equipment/machinery used on site is in conformity to Health and Safety standards and regulations;

vii. Ensures that any machinery, plant and equipment are used appropriately and in accordance with the safe methods of operation indicated in the respective manuals whilst any faulty machinery, plant and equipment is to be reported and proper remedial reparative action is taken prior to further use;

viii. Co-ordinates with Superior, Senior staff of the Directorate, with other sections within the Ministry for Gozo and other government departments and entities;

ix. Assists in the launching of new initiatives that needs to be launched by the Directorate;

x. Makes use of all IT systems as established by the Ministry for Gozo;

xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;

xii. Any other duties as directed by the Principal Permanent Secretary.