

# Anness A

<b>Ministeru</b>	<i>Ministeru għall-Wirt Nazzjonali, l-Arti u l-Gvern Lokali</i>
<b>L-impjeg</b>	<i>Principal Technician</i>



MINISTRY FOR THE NATIONAL HERITAGE,  
THE ARTS AND LOCAL GOVERNMENT

## Dmirijiet u Responsabbiltajiet

1. Jwettqu dmirijiet tekniċi skont l-qasam tekniku speċjalizzati għalih;
2. Jkunu responsabbli għall-manutenzjoni, tiswija, tishiĥ, thaddim bla xkiel u titjib fl-effiċjenza tat-tagħmir u s-sistemi taht ir-responsabbiltà tagħhom, li jinkludu wkoll ordnijiet ta' spare parts, u li jsiru fil-hin;
3. Jipproċessaw files, tenders u/jew sejhiet ta' stimi;
4. Jkunu kapaċi jinterpretaw manwali tal-utent, stampi blu u pjanijiet, kif applikabbli, kif ukoll jkunu responsabbli biex jiktbu rapporti relatati maxxogħol tagħhom;
5. Jissorveljaw il-progress u jirrapportaw dwar kull problema fil-qasam tax-xogħol tagħhom;
6. Jkunu responsabbli għall-ewwel timijiet ta' intervent biex jattendu għal ħsarat biex jiżguraw it-thaddim kontinwu tas-servizzi;
7. Jkunu responsabbli għall-għoti ta' assistenza u suggerimenti lis-superjuri tagħhom;
8. Jzomm l-għanjiet u l-politiki ta' min ihaddem bhala prijorità', jikkonformaw kif xieraq, u jimmedjaw mas-subordinati sabiex jilhqqu tali miri;
9. Jassiguraw li l-operat kollu jitwettqu skont ir-regolamenti u l-proċeduri tassahha u s-sigurtà, nkluż tagħmir/l-ilbies tas-sikurezza, etc.;
10. Jassiguraw l-użu effiċjenti tal-ħaddiema u l-materjali b' mod sostenibbli;
11. Jzommu kuntatt mas-superjuri tagħhom għal aktar struzzjonijiet, dmirijiet, appoġġ, approvazzjonijiet, bidliet fil-prijorità', u jipprovdu feedback regolari kif meħtieġ;
12. Jagħmlu superviżjoni sabiex l-impjegati jwettqu x-xogħlijiet kollha b' mod effiċjenti u fil-hin, skont struzzjonijiet mogħtija mis-superjuri tagħhom;
13. Jattendu laqgħat, taħriġ, seminars u sessjonijiet ta' taħriġ għall-iżvilupp talimpjegati, skont il-ħtieġa;
14. Jippjanaw u jlestu xogħlijiet qabel kwalunkwe leave ippjanat jew assenza temporanja;
15. Jagixxu f'isem uffiċċjali superjuri skont l-esiġenzi;
16. Ikunu responsabbli għall-materjal u għodda li jkunu qed jiġu wżati fil-qasam tax-xogħol u responsabbiltà tagħhom;
17. Jkunu responsabbli biex jagħmlu rapporti u estimi ta' manutenzjoni li jridu jsiru;

18. Jese gwixxu inizzjattivi godda li jridu jigu mnedija mill-Management;

19. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilhom, skont il-ħtieġa; u

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

# Annex A



MINISTRY FOR THE NATIONAL HERITAGE,  
THE ARTS AND LOCAL GOVERNMENT

<b>Ministry</b>	<i>Ministry for the National Heritage, the Arts and Local Government</i>
<b>Job title</b>	<i>Principal Technician</i>

## Duties and responsibilities

1. Carry out technical duties according to the technical area they specialise in;
2. Be responsible for the maintenance, repair, upkeep, smooth running and improvement in efficiency of the equipment and systems under their charge, which also includes any orders of spare parts, in a timely manner;
3. Processing of files, tenders and/or calls for quotes;
4. Be able to interpret manuals, blueprints, and/or prints, as applicable, and be responsible for drafting of reports related to their area of work;
5. Monitor progress and reports on any problem areas;
6. Be responsible and accountable for the first intervention teams to attend to faults to ensure the continuous running of the services;
7. Be responsible for the provision of assistance and suggestions to their superiors;
8. Keep the employer's objectives and policies as priority, complies accordingly, and mediates with subordinates to achieve such targets;
9. Ensure that all jobs are carried out according to Health and Safety Regulations including safety equipment /clothing, etc;
10. Ensure the efficient use of human resources and materials in a sustainable manner;
11. Liaise with their superior for further instructions, duties, support, approvals, priority changes, and provide regular feedback as required;
12. Supervise employees to complete all jobs efficiently and within a timely manner as instructed by their superiors;

13. Attending for meetings, training, seminars, and staff development sessions as may be deemed necessary;
14. Plan and complete works prior to any planned leave or temporary absence;
15. Act on Behāla of their superiors according to exigencies;
16. Be responsible for material and tools used within their area of responsibility;
17. Be responsible for drafting of reports and estimates for maintenance works to be carried out;
18. Executing new initiatives that are launched by management;
19. Undertakes any other tasks, which the superior may delegate to them, as may be required;
20. Any other duties as directed by the Principal Permanent Secretary