

Ministeru	<i>Ambjent, l-Energija u l-Indafa Pubblika</i>
L-impjieg	<i>Higher Technician (Electrical)</i>

Anness A



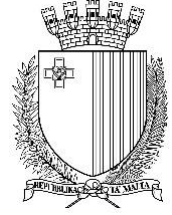
MINISTERU GHALL-AMBJENT, L-ENERGIJA U L-INDAFA PUBBLIKA
DIVIŻJONI GHAT-TINDIF U MANUTENZJONI, 87, TRIQ HAL-TARXIEN, HAL-LUQA.

Dmirijiet u responsabbiltajiet

- i. Ikun responsabbli mill-manutenzjoni regolari tal-*Public Reverse Vending Machines (RVM)* u jiżgura li dawn jibqgħu fl-aqwa kundizzjoni għall-operazzjoni effiċjenti;
- ii. Ikun dejjem disponibbli f'każ li jinqalghu ħsarat fil-*Public Reverse Vending Machines (RVM)*;
- iii. Iwettaq superviżjoni diretta fuq ħaddiema li jaqgħu taħt ir-responsabbiltà tiegħu/tagħha biex jassigura produzzjoni massima ta' kuljum;
- iv. Jagħmel monitoraġġ tat-tindif tal-*Public Reverse Vending Machines (RVM) Hubs* li huma mmaniġġjati mid-Diviżjoni tat-Tindif u l-Manutenzjoni;
- v. Jagħmel monitoraġġ tal-ġbir li jsir bieb bieb għal individwi anzjani u vulnerabbli fil-lokalitajiet assenjati;
- vi. Jiżgura u jinforza l-kondotta, id-dixxiplina u l-puntwalità, u jkun responsabbli għall-proċeduri u l-passi dixxiplinarji kollha li jkun hemm bżonn jittieħdu;
- vii. Jiddetermina t-tip ta' apparat jew għodda li jkun hemm bżonn biex jitwettaq ix-xogħol u jkun responsabbli biex jordna l-materjali meħtieġa;
- viii. Ihejji rapporti tal-evalwazzjoni tar-riskju għal xogħlijiet differenti kif mitlub mil-liġi;
- ix. Jassigura li kull operat isir skont ir-regolamenti u l-istandards tas-Saħħa u s-Sigurtà stabbiliti;
- x. Jassigura li x-xogħlijiet kollha jitwettqu skont l-istandards meħtieġa u fiż-żmien stipulat;
- xi. Jirraporta kwalunkwe nuqqas lis-superjuri tiegħu u jieħu kull azzjoni skont il-ħtieġa;
- xii. Jagħmel rapporti fuq il-progress tax-xogħlijiet li jkunu qed isiru;
- xiii. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Ministry	<i>Environment, Energy and Public Cleanliness</i>
Job title	<i>Higher Technician (Electrical)</i>

Annex A



MINISTRY FOR THE ENVIRONMENT, ENERGY AND PUBLIC CLEANLINESS
CLEANSING AND MAINTENANCE DIVISION, 87, TARXIEN ROAD, LUQA.

Duties and responsibilities

- i. Be responsible for the regular maintenance of the Public Reverse Vending Machines (RVM), ensuring that these remain in optimal condition for efficient and smooth operation;
- ii. Shall always be available in case faults occur in the Public Reverse Vending Machines (RVM);
- iii. Carries out direct supervision on workers who are under his/her responsibility to ensure maximum daily output;
- iv. Monitors the cleaning of the Public Reverse Vending Machines (RVM) Hubs being manned by the Cleansing and Maintenance Division;
- v. Monitors the door to door collection for the elderly and vulnerable individuals in assigned localities;
- vi. Ensures and enforces conduct, discipline and punctuality, and be responsible for all disciplinary procedures and actions that need to be taken;
- vii. Determines the type of equipment or tools required for the job and be responsible for the ordering of the required materials;
- viii. Draws up risk assessment reports for different assignments as required by law;
- ix. Ensures that operations take place in accordance with established Health and Safety regulations and standards;
- x. Ensures that all works are executed to the required standards and within set time frames;
- xi. Reports any shortcomings to his/her superiors and undertake any follow up action as required;
- xii. Draws up reports on the progress of works carried out;
- xiii. Undertake any other tasks which the superior may delegate to him/her, as may be required; and
- xiv. Any other duties as directed by the Principal Permanent Secretary.