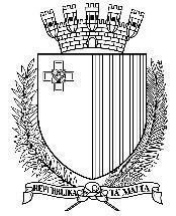


Anness A



Ministeru	Ministeru għas-Saħħa u l-Anzjanita' Attiva
L-impjeg	Post of Tradesperson 1 (Heating, Ventilation & Air Condition)

Ministeru għas-Saħħa u l-Anzjanità Attiva

Palazzo Spinola, Livell 1, Triq San Kristofru,

Valletta

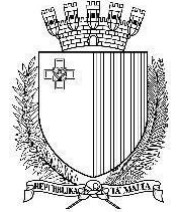
Dmirijiet u responsabbiltajiet

- i. Responsabli mill-immaniġjar, innovazzjoni u effiċjenza tas-sezzjoni li huwa inkarigat minnha. Jieħu ħsieb il-kordinazzjoni tax-xogħol skont il-prijoritajiet u kif mitlub fil-pjan tax-xogħol.
- ii. Responsabli mill-ħwejjeg u apparat ieħor li jinstabu ġewwa l-istores kif ukoll jikkordina/jispezzjona u jieħu ħsieb it-tqassim ta' għodda u makkinarju u li dan jinzamm fi stat tajjeb.
- iii. Jieħu iSTRUZZJONIJET u direzzjoni mis-superjuri tiegħu u jassigura li l-kwalita tax-xogħol huwa ta livell xieraq u li jitlesta f'ħin stabbilit skont id-direzzjoni.
- iv. Jikkordina, jispezzjona u jqassam l-impjegati fuq siti ta' xogħol differenti, workshops, u postijiet ohra tax-xogħol, kif ukoll jassigura li l-impjegati jimxu skont ir-regoli fosthom l-ilbies w uzu ta' ħwejjeġ protettiv kif stipulat skont ir-regolamenti tas-Saħħa u Sigurta.
- v. Jikkordina ix-xogħol ma entitajiet ohra sabiex jigi assigurat effiċjenza u effettivita ta' xogħol mingħajr ħela ta' rizorsi.
- vi. Jaħdem min postijiet għoljin waqt it-twettieq tax-xogħol/projetti.
- vii. Jassigura u jinforza ingieba, dixxiplina, puntwalita, saħħa u sigurta u benesseri fost l-impjegati.
- viii. Ikollu għarfien tajjeb ta' proceduri li għandhom x'jaqsmu mas-sengħa, apparat/makkinarju u saħħa u sigurta.
- ix. Jifhem u jinterpreta disinji, pjanti u blueprints.
- x. Isir manutanzjoni u tiswija fuq l-apparat tas-sistema tal-ventilazzjoni u arja kundizzjunata.
- xi. Jidentifika apparat/makkinarju difettuz.
- xii. Isir djanjosi tal-hsarat fuq il-parti elettrika u mekkanika tas-sistema tal-ventilazzjoni u arja kundizzjunata HVAC.
- xiii. Isir tindif, issetjar u tiswijiet fuq is-sistemi imsemmija.
- xiv. Isir xogħol ta' emerġenza malajr u b'mod effiċjenti.
- xv. Jinzamm skeda tax-xogħol u registru tal-manutanzjonijiet kollha li saru matul l-ġurnata.
- xvi. Ikun kapaci jaħdem taħt pressjoni ta' xogħol.
- xvii. Jassisti ufficjali superjuri u Tekniċi waqt spezzjonijiet fuq il-lant tax-xogħol waqt li l-ħidma tkun għaddejja.
- xviii. Monitoraġġ fuq il-progress tax-xogħol u rappurtaġġ lill-Management fuq nuqqasijiet li jinqalgħu u jigi assigurat li jsiru l-korrezzjonijiet neċessarji kif rikjest mix-xogħol

- xix. Kordinament kontinwu mas-superjuri tiegħu fuq xogħijiet tal-ġurnata
- xx. Jagħmel uzu mill-prattiċi tas-saħħa u sigurta u jidentifika perikli fuq ix-xogħol sabiex tiġi assigurata l-benesseri tal-impjegati u l-membri tal-pubbliku.
- xxi. Jassumi responsabbiltà għall-materjal u għodda li jkun hemm bżonn jintużaw waqt l-eżekuzzjoni tax-xogħol kif ukoll jassigura li kull makkinarju li jintuża fuq is-sit ikun konformi mar-Regolamenti tas-Saħħa u Sigurtà.
- xxii. Jassigura li kull makkinarju u għodda jintużaw kif suppost u skond il-manwali rispettivi. Barra minn hekk kull makkinarju jew għodda li tkun bil-ħsara għandha tkun irrapportatha u msewwija kif suppost qabel tkompli tintuża.
- xxiii. Jipparteċipa fi kwalunkwe taħriġ li jista' jkun organizzat kemm mill-Ministeru, mill-Istitut għas-Servizz Pubbliku u/jew entitajiet Pubbliċi hekk kif dettat mill-eżiġenzi tat-taħriġ u żvilupp kontinwu fix-xogħol.
- xxiv. Jagħmel kwalunkwe dmir ieħor li s-superjuri jistgħu jiddelegaw lilu/ilha, skont il-ħtieġa.
- xxv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Health and Active Ageing
Job Title	Post of Tradesperson 1 (Heating, Ventilation & Air Condition)



Ministry for Health and Active Ageing
Palazzo Spinola, Level 1,
St Christopher Steeet,
Valletta

Duties and responsibilities

- i. Responsible for the smooth running, improvement and efficiency of the section/staff under his/her charge. Coordinating work according to priorities and plan.
- ii. Responsible for stores items and equipment and coordinating/supervising the deployment of machinery and ensuring that machinery and equipment is well-maintained and kept in good working condition.
- iii. Takes instructions and directions from his/her superiors and ensures that the quality of work produced is up to the required standards and completed within the set timeframes.
- iv. Coordinating, supervising, deployment of staff to different sites, workshops or other place of work, whilst ensuring that staff adhere to established rules and regulations including the use and wear of protective items as per Health and Safety regulations.
- v. Liaising with other units to ensure efficiency and effectiveness without waste of resources.
- vi. Works at various heights in the execution of works/projects.
- vii. Ensuring and enforcing conduct, discipline, punctuality, health and safety and welfare of the workforce.
- viii. In-depth knowledge of procedures related to the trade, equipment and health and safety guidelines.
- ix. Interprets plans from drawings, sketches and blueprints.
- x. Maintaining and repairing ventilation and air conditioning systems and equipment.
- xi. Identifying maintenance risks on equipment.
- xii. Diagnosing electrical and mechanical faults for HVAC systems.
- xiii. Cleaning, adjusting and repairing systems.
- xiv. Performing emergency repairs promptly and efficiently.
- xv. Keeping daily logs and records of all maintenance functions.
- xvi. Able to carry out works under pressure.
- xvii. Assisting superior officers and Technical Officers, on-site inspections where work is in progress.

- xviii. Monitoring progress on works and reporting shortcomings to the senior management and ensuring that follow up action is undertaken as required.
 - xix. Continuous liaison with his/her immediate superiors for everyday requirements.
 - xx. Conduct safe working practices to prevent and identify hazards and to ensure the safety and welfare of workers and members of the public.
 - xxi. Assume responsibility for material and equipment that will be required during the execution of work and to supervise and ensure that any plant and machinery used on site is in conformity to Health and Safety standards.
 - xxii. Ensures that any machinery, plant and equipment are used appropriately and according to the respective manuals and furthermore any faulty machinery, plant and equipment is to be reported and repaired accordingly prior to further use.
 - xxiii. Participates in any training sessions as organized by the Ministry, Institute for Public Service or other Public Service entities as dictated by the Ministry's continuous development work exigencies.
 - xxiv. Performing any other duties as may be required according to the exigencies of the Ministry.
 - xxv. Performing any other duties according to the exigencies of the Public Service, as directed by the Principal Permanent Secretary
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