

# Anness A

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| <b>Ministeru</b> | Ministeru għall-Edukazzjoni, l-Isport, iż-<br>Żgħażaġh, ir-Riċerka u l-<br>Innovazzjoni (MEYR) |
| <b>L-impjeg</b>  | Operations Manager (Trade -<br>Restoration)  |



MINISTERU GĦALL-EDUKAZZJONI, L-ISPORT, IŻ-  
ŻGĦAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI  
TRIQL-ASSEDJU L-KBIR, FURJANA, MALTA

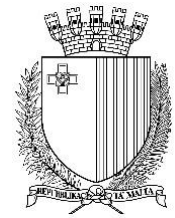
## Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Operations Manager (Trade - Restoration) jinkludu:

- i. Jissorvelja u jikkoordina proġetti, inklużi servizzi tal-ilma, tan-nar, tal-moffa, tal-maltemp u tar-rikostruzzjoni;
- ii. Jiehu struzzjonijiet u direzzjonijiet mingħand is-superjuri tiegħu/tagħha u jgħin biex jiżguraw li l-iskedi ta' zmien tal-proġett jintlaħqu, u li l-kwalità tax-xogħol prodott ikun skont l-istandard meħtieġ, filwaqt li jirrapporta kwalunkwe nuqqas tekniku li jista' jinqala' matul ix-xogħol;
- iii. Jissorvelja l-persunal taht ir-responsabbiltà tiegħu/tagħha u jgħin lis-superjuri tiegħu/tagħha biex jiżguraw li l-forza tax-xogħol tosserva l-puntwalità u prattiki tajbin ta' xogħol u jippromwovi kultura pożittiva u ffukata fuq is-sigurtà;
- iv. Iwettaq stħarriġ preliminari bl-intenzjoni li jivvaluta l-proċessi ta' hsara u deterjorament li qed jimmanifestaw ruħhom mill-istruttura tal-bini u jifhem il-kwistjonijiet ta' konservazzjoni involuti;
- v. Jgħin lis-superjuri tiegħu/tagħha fil-ġestjoni tal-persunal tas-sit u fl-allokkazzjoni u l-akkwist ta' riżorsi materjali/ghodda adegwati;
- vi. Jissorvelja l-iskedi ta' zmien tal-proġett, il-baġits u l-kontroll tal-kwalità u jzomm dokumentazzjoni u rappurtar preċiżi tal-proġett;
- vii. Jgħin u jiggwida lis-subordinati tiegħu/tagħha fuq is-sit fl-użu korrett tat-tekniki ta' restawr, inkluż it-tindif, il-konsolidazzjoni u l-irfinar, filwaqt li jiżgura li jkollhom għarfien sod tal-metodologiji ta' restawr li għandhom jintużaw;
- viii. Jiżgura li l-istaff taht ir-responsabbiltà tiegħu/tagħha jinġata taħriġ kontinwu dwar is-senġha/teknika inkluż is-Saħħa u s-Sigurtà;
- ix. Jifhem u jinterpreta tpinġijiet arkitettoniċi, inkluż l-immappjar tad-deterjorament, kif ukoll ikollu għarfien sod fil-mekkanizmi tad-deterjorament tal-ġebel u t-tekniki tar-restawr u li jkollu wkoll għarfien tal-fotografija sabiex ikun jista' jaqbad u jittrasferixxi l-informazzjoni f'format diġitali;
- x. Jissorvelja u jikkoordina x-xogħlijiet ta' kuljum fuq is-sit inklużi proċeduri speċjalizzati ta' restawr fuq il-bini, bħall-applikazzjoni ta' bjoċidi u trabijiet, l-użu ta' tagħmir ta' mikro-sandblastung u mikro skalpelli, sostituzzjoni tal-ġebel, konsolidazzjoni tad-drapp tal-ġebel, tqegħid ta' punti, tiswija tal-plastik u rfinar b'taħlitiet speċjali, l-applikazzjoni ta' saffi protettivi eċċ;
- xi. Jiżgura li l-miżuri tas-Saħħa u s-Sigurtà jiġu osservati matul l-eżekuzzjoni tax-xogħol;
- xii. Jipparteċipa fi kwalunkwe sessjoni ta' taħriġ kif organizzata mid-Dipartiment rispettiv jew entitajiet oħra tas-Servizz Pubbliku kif iddettat mill-eżiġenzi tax-xogħol ta' żvilupp kontinwu tad-Dipartiment rispettiv, inkluż iżda mhux limitat għal taħriġ fl-eżekuzzjoni ta' xogħol permezz ta' aċċess bil-ħbula (abseiling), u japplika t-taħriġ li jirċievi fix-xogħol ta' kuljum tiegħu/tagħha;
- xiii. Jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti meħtieġ;
- xiv. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

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| <b>Ministry</b>  | Ministry for Education, Sport, Youth, Research and Innovation (MEYR) |
| <b>Job title</b> | Operations Manager (Trade - Restoration)                             |



MINISTRY FOR EDUCATION, SPORT, YOUTH,  
RESEARCH AND INNOVATION

GREAT SIEGE ROAD, FLORIANA, MALTA

## Duties and responsibilities

The duties of an Operations Manager (Trade - Restoration) include:

- i. Supervise and co-ordinate projects, including water, fire, mold, storm and reconstruction services;
- ii. Takes instructions and directions from his/her superiors and assists them in ensuring that project time frames are met, and that the quality of work produced is up to the required standard, reporting any technical deficiencies that may arise during the course of work;
- iii. Supervises staff under his/her charge and assisting his/her superiors in ensuring that the workforce observes punctuality, good work practices and promotes a positive, safety focused culture;
- iv. Executes preliminary surveys with the intent of appraising damage and deterioration processes being manifested by the building fabric and understands the conservation issues involved;
- v. Assists his/her superiors in the management of site personnel and in the allocation and procurement of adequate material/ tool resources;
- vi. Oversee project timelines, budgets and quality control and maintains accurate project documentation and reporting;
- vii. Assists and guides his/her on-site subordinates in the correct use of restoration techniques, including cleaning, consolidation and finishes, ensuring they have sound knowledge of the restoration methodologies to be used;
- viii. Ensuring that staff under his/her remit are provided with continuous trade/technical training including Health & Safety;
- ix. Understands and interprets architectural drawings, including deterioration mapping, as well as having a sound knowledge in stone deterioration mechanisms and restoration techniques and having also knowledge of photography so as to be able to capture and transfer information into a digital format;
- x. Supervise and co-ordinates day-to-day site works including specialized restoration procedures on buildings, such as the application of biocides and poultices, the use of micro-sandblasting equipment and micro scalpels, stone replacement, stone fabric consolidation, pointing, plastic repair and rendering with special mixes, the application of protective layers etc;
- xi. Ensures that Health and Safety measures are adhered to throughout the execution of work;
- xii. Participates in any training sessions as organized by the respective Department or other Public Service entities as dictated by the respective Department's continuous development work exigencies, including but not limited to training in the execution of work through rope access (abseiling), and applies training received in his/her daily work;
- xiii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiv. Undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xv. Any other duties as directed by the Principal Permanent Secretary.