



# Annex A

<b>Ministry:</b>	<i>Ministeru għall-Ambjent, l-Energija u l-Indafa Pubblika</i>	 <b>GVERN TA' MALTA</b> MINISTERU GHALL-AMBJENT, L-ENERĠIJA U L-INDAFA PUBBLIKA UFFIĊĊJU TAS-SEGRETARJU PERMANENTI
<b>Job Title:</b>	<i>Senior Foreman</i>	
<b>Dmirijiet u Responsabbiltajiet</b>		

- (i) Imexxi l-ħaddiema assenjati taħt ir-responsabbiltajiet tiegħu;
- (ii) Jissorvelja x-xogħol kollu u jagħmel rapporti kif meħtieġ;
- (iii) Jassisti fil-preparazzjoni u l-formulazzjoni ta' speċifikazzjonijiet biex jiġi mwettaq ix-xogħol proġettat;
- (iv) Jassumi responsabbiltà sabiex jiprogramma xogħlijiet assenjati lilhu/a u lit-timijiet taħt ir-responsabbiltà tiegħu;
- (v) Jipprovdi l-ghodda u materjal ieħor li jkunu jeħtieġu l-ħaddiema li jahdmu taħtha;
- (vi) Jipprovdi għas-sigurtà u l-ħarsien tal-ħaddiema u persuni oħra preżenti fejn ikunu għaddejjin ix-xogħlijiet;
- (vii) Jqassam il-ħaddiema u tassinja x-xogħol b'mod effiċjenti;
- (viii) Iżomm rekord tal-vacation leave u s-sick leave fuq l-attendance sheets tal-impjegati Tekniċi u Industrijali qabel ma jgħaddi dawn l-attendance sheets lill-Uffiċjal Inkarigat;
- (ix) Jigwida ħaddiema taħt ir-responsabbiltà tiegħu u jagħtihom pariri, assistenza u għajnuna teknika;
- (x) Iżzomm rekords xierqa u tassisti fit-tnejn ta' rapporti;
- (xi) Jassisti u jagħti pariri tekniċi lis-superjuri tiegħu u jipprovdi kull dokument kif ikun mitlub;
- (xii) Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- (xiii) Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- (xiv) Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry:</b>	<i>Ministry for the Environment, Energy and Public Cleanliness</i>	 <b>GOVERNMENT OF MALTA</b> MINISTRY FOR THE ENVIRONMENT, ENERGY AND PUBLIC CLEANLINESS OFFICE OF THE PERMANENT SECRETARY
<b>Job Title:</b>	<i>Senior Foreman</i>	

## Duties and Responsibilities

- (i) Manages all employees under his/her responsibility;
- (ii) Supervises all works and formulate reports accordingly;
- (iii) Assists in the preparation of plans and specifications for the works projected;
- (iv) Assuming responsibility for programming jobs assigned to him/her and the teams under his/her charge;
- (v) Providing tools and other material required for use by workers under his/her charge;
- (vi) Providing for the safety and welfare of the workforce and other people present where works are taking place;
- (vii) Distributing workers and assigning jobs in an efficient manner;
- (viii) Notes records of vacation leave and sick leave on the attendance sheets of the Technical and Industrial staff prior to submitting these attendance sheets to the Officer in Charge;
- (ix) Leads any members of staff, providing them with direction, assistance, and technical support;
- (x) Maintaining proper records and assisting in the drawing up of reports;
- (xi) Assists and provides documented technical advice to the senior management;
- (xii) Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- (xiii) Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- (xiv) Any other duties as directed by the Principal Permanent Secretary.