

# Anness A



<b>Ministeru</b>	Ministeru għas-Sahħa u l-Anzjanità Attiva
<b>L-impjeg</b>	Graduate Engineer (Mechanical)/Junior Engineer (Mechanical)/Engineer (Mechanical)

MINISTRY for HEALTH and ACTIVE AGEING  
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

## Dmirijiet u responsabbiltajiet

- i. Jassisti lill- Head Engineering biex jassigura li is sistemi tal inginerija jkunu mizmuma tajjeb.
- ii. Jara x-xogħol mitlub mit Technical Staff, u jassisti fl-organizzazzjoni tal-Manutenzjoni. Juża l-programmi tal-kompjuter tal-immanigjar tal-Manutenzjoni jew xi sistema/i oħra manwali u jindika lil kuntrattur x'tip u x'livell ta' servizz jkun hemm bżonn biex isir ix-xogħol jsir. Kif ukoll isegwi l-progress tax-xogħol sakemm jitlesta.
- iii. Isolvi problem teknici, jiċċekja x-xogħol li jinkludi xogħol ta' tiswiġa, immaniġġjar ta' proġetti, u jiċċertifika x-xogħolijiet. Imexxi ix-xogħol mal-fornturi tal-materjal u tagħmir, u ma kuntratturi terzi li jkunu qed jaħdmu fuq is-sit, u ma' membri oħra ta l-istaff.
- iv. Jiċċekja u jsegwi il-KPIs tal-kuntrattur u jirraporta lill-Head Engineering meta dawn ma jintlaħqux jew jinkisru u jżomm kont tal-penali li jehel il-kuntrattur. Jiċċekja u jikkumenta fuq ir-rapporti li jipprovdi l-kuntrattur fuq ix-xogħolijiet li tlestew u jara li ttiehdet azzjoni biex nuqqasijiet jiddaħħlu fis-Sistema tal-Immaniġġjar tal-Manutenzjoni u jkunu segwiti u jitlestew.
- v. Jagħti l kontibut tiegħu biex jara li x xogħol jitlesta skont l istandards stabbiliti u skont l bżonnijiet rikjesti mil ligi, jew obbligi kuntrattwali u f hin u skont l budget propost.
- vi. Jikteb struzzjonijiet ta xogħol u procedure u l aggnornament tagħhom kif ikun hemm bżonn, jagħmel risk assessment u method statements skont il bżonn li jinkludu go confined space, iccertifikar ta scaffolding wara li jinghata t tahrig mehtieg. Johrog hot work permit skont il bżonn.
- vii. Jaħdem fil-qrib mar-raprezentant/i tal-kuntrattur, mar-regulator, jew entitajiet oħra u partijiet oħra, jiehu nota u jsegwi kull azzjoni mehtiega. Jikkomunika wkoll mat-tim tal-Biomedical biex it-tagħmir jkollu manutenzjoni u jopera b' mod effettiv.
- viii. Jinvolvi ruħhu/ruħha fil-procurement ta' l-impjant, tagħmir, materjal, strumenti u għodda, parts u sistemi oħra ta' l-Inginerija, li jinkludi preparazzjonijiet ta' tenders, jinkitbu dettalji teknici, stimi, u xi dokumenti oħra li jkun hemm bżonn, u jiċċertifika li t-tgħammir ikun tajjeb.
- ix. Jassisti u jgħin fl-immaniġġjar tal-inventarju ta' tagħmir, fuq sigurta' u saħħa fuq il-post tax-xogħol, kodiċi tal-bini, u ligijiet tal-ambjent.
- x. Jimmaniġġja proġetti fuq is-sit li jkollhom żmien definit meta jibdew, u kemm idumu biex jitlestew. Dawn il-proġetti jinkludu CAPEX, investigazzjonijiet fuq impjant, xogħol tekniku u kummerċjali u awditjar fost oħrajn.
- xi. Jagħti sapport lill-management tas-sigurta', l-ambjent u l-kwalita' kif iddentifikat skont is-sistemi u proċesar tal-ISO.
- xii. Jaħdem mal-ufficjali tas-Sahħa u Sigurta' u jassigura li r-regolamenti jkunu segwiti.
- xiii. Jagħmel awditjar intern meta jkun hemm bżonn u jagħti kontribut biex l-organizzazzjoni tkompli issir kontinwament aħjar.
- xiv. Jgħin fil preparazzjonijiet ta rapport teknici u rapport ta' progress kif jehtieg. U jgħin fil preparazzjoni ta speċifikazzjonijiet dettaljati u dokumentazzjoni għall-pubblikazzjoni ta' sejhiet ta' xiri ta' provvisti u/jew xogħlijiet f'konformita' mar- mar-regolamenti rilevanti;
- xv. Jevalwa kwotazzjonijiet u/jew proposti ta' xogħlijiet u jagħmel rakkomandazzjonijiet professjonali dwar l-approvazzjoni tagħhom jew mod ieħor;
- xvi. Jiġbor rapporti teknici, kontijiet ta' kwantitajiet/ materjal, estimi ta' nfiq, programmi ta' xogħol u skedi ta' manutenzjoni, u tfassil ta' disinni elettrici f' format elettroniku bl-użu tal-programmi xierqa;
- xvii. Jfassal rapporti ta' manutenzjoni u spezzjoni;
- xviii. Jappoġġja lill-Kap tad-Dipartiment fit-Twettiq, taħriġ u jassisti lil membri oħra tat-tim u jżomm registru, għodod u librerija/arkivji ta' referenza teknika kif mehtieg u jipparteċipa f'kumitati mwaqqfa mid-Dipartiment għal kompiti speċifici;
- xix. Jwettaq kull xogħol ieħor, li s-superjur jista' jiddelega lilu/lilha, kif ikun mehtieg.
- xx. Kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni

People Management Division

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# Annex A

<b>Ministry</b>	Ministry for Health and Active Ageing
<b>Job title</b>	Graduate Engineer (Mechanical)/Junior Engineer (Mechanical)/Engineer (Mechanical)



MINISTRY for HEALTH and ACTIVE AGEING  
15, PALAZZO CASTELLANIA, MERCHANTS STREET, VALLETTA, MALTA

## Duties and responsibilities

- i. Assists the Head Engineering in ensuring that the Engineering Systems of the facility are well maintained and operated.
- ii. Overview the work requests from the Technical staff, assess the type and support in the coordination of maintenance planning activities. Make use of a computer based or any other Maintenance Management System and indicate to the contractor the type and service level required in the execution of work. Track progress of works and close when completed.
- iii. Undertake problem solving, work supervision including repair work, project management, and work certification. Coordinate with suppliers in the delivery of materials & parts, with third party contractors, that will be working on site and with other staff members.
- iv. Monitor the contractors' key performance indicators and report to the Head Engineering when these are violated and keep track to ensure that the penalties are imposed on the contractor/s. Review the periodic reports submitted by the contractors on completion of works and ensures that any corrective actions proposed are entered in the maintenance management system and followed through.
- v. Provide the necessary input to ensure that work is done in line with established standards, legal requirements, contractual obligations, and within the timeframes & costs outlined.
- vi. Write work instructions and procedures and update them as required, conduct risk assessments and method statements where required including in case of confined space, scaffolding certifications after receiving the necessary training. Issue hot work permits as required.
- vii. Liaise with the contractor representative/s, regulators, other Entities and stakeholders as required, log and follow through any required action as deemed necessary. Liaise also with the bio-medical team for the effective maintenance and operations of the bio-medical equipment.
- viii. Participate in the procurement of plant, equipment, material, instrumentation, tools, spare parts and engineering related systems, including the preparation of tender specifications, estimates, the ancillary documentation, and certification that the received items are correct.
- ix. Provide engineering support on long term asset management, health and safety regulations, building codes and environmental laws.
- x. Manage site specific projects that have defined time or functional start and end criteria. These may include CAPEX projects, plant investigations, technical and commercial project assignments, audits, etc.
- xi. Provide support in management of safety, environment and quality as identified in the relevant ISO systems and processes.
- xii. Collaborate with the health and safety officials and ensures that rules and regulations in this regard are strictly adhered to.
- xiii. Perform internal audits when required to contribute towards the organisation continuous improvement.
- xiv. Assists in the preparation of technical and progress reports and assists in the preparation of detailed specifications and other documentation for publication of calls for procurement of supplies and/or works in line with relevant regulations;
- xv. Assesses quotations and/or works proposals and makes professional recommendations on their approval or otherwise;
- xvi. Compiles technical reports, bills of quantities/ materials, cost estimates, work programmes and maintenance schedules, and drafts electrical drawings in electronic format using appropriate software.
- xvii. Draws up maintenance and inspection reports;
- xviii. Supports the Head of Department in managing, training and assisting other team members and maintains records, tools and technical reference library/archives as necessary and participates in committees set up by the Department for specific tasks;
- xix. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xx. Any other duties as directed by the Principal Permanent Secretary

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