

Anness A

Ministeru	<i>Ministeru għall-Kultura, l-Artijiet u l-Gvern Lokali</i>
L-impjeg	<i>Higher Technician (Draughtsperson)</i>



MINISTRY FOR CULTURE, LANDS AND LOCAL GOVERNMENT
41, PALAZZO LUCIA, MERCHANTS STREET,
VALLETTA, MALTA

Dmirijiet u Responsabbiltajiet

- i. Jikkordina mas-superjuri tiegħu/tagħha fit-twettieq ta' xogħlijiet tas-Sezzjoni tad-Dokumentazzjoni tad-Dipartiment sabiex jiġi assigurat illi d-dati stabbiliti jintlaħqu u sabiex il-kwalità tax-xogħol prodott jilhaq l-istandard mitlub;
- ii. Jagħmel użu effiċjenti ta' ACAD fuq disinji ta' arkitettura u ta' restawr;
- iii. Jwettaq *surveys/scans* ta' bini u siti eżistenti għal proġetti ta' restawr u riabilitazzjoni inkluż *deterioration mapping*;
- iv. Jagħmel verifiki fuq il-lant kif ukoll isegwi il-progress ta' xogħlijiet ta' kostruzzjoni u restawr, u jipprepara disinji *as-built* ta' proġetti li jkunu tlestew;
- v. Jipprepara pjanti għal applikazzjonijiet mal-Awtorità tal-Ippjanar u jzomm ruħu aġġornat ma' tibdil fil-*Policies* tal-Awtorità';
- vi. Jassumi rwol proattiv fil-proġetti kollha u x-xogħlijiet li jridu jitwettqu, filwaqt li janticipa sfidi u problemi;
- vii. Jiżgura li jibqa' aġġornat fuq kwistjonijiet tekniċi relatati mal-ippjanar kif ukoll fl-użu ta' *software* ta' disinn teknoloġiku;
- viii. Jiżviluppa u jzomm relazzjonijiet tajba ta' xogħol fi ħdan id-Dipartiment kif ukoll ma' entitajiet esterni;
- ix. Jirrappreżenta d-Direttorat (Proġetti) waqt laqgħat, żjarat fuq il-post, spezzjonijiet, seminars u taħriġ kif meħtieġ;
- x. Jorganizza librerija diġitali għal dokumenti relatati mal-proġetti u x-xogħlijiet imwettqa mid-Direttorat, u jiżgura li din il-librerija tinzamm kontinwament aġġornata;
- xi. Jwettaq kwalunkwe komputu ieħor li s-superjuri tiegħu jista' jassenja lilu, skont il-ħtieġa;
- xii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni

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Ministry	<i>Ministry for Culture, Lands and Local Government</i>
Job title	<i>Higher Technician (Draughtsperson)</i>



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Duties and Responsibilities

- i. Coordinates with his/her superiors to carry out the activities of the Documentation Section of the Department to ensure that time frames are met and that the quality of work produced is up to the required standard;
- ii. Uses efficiently ACAD on architectural and restoration drawings;
- iii. Conducts surveys/scans of existing buildings and sites for restoration and rehabilitation projects including deterioration mapping;
- iv. Carries out site checks as well as monitors the progress of construction and restoration works and prepares as-built drawings of completed projects;
- v. Prepares drawings for planning applications with the Planning Authority and keeps abreast with PA Policy changes;
- vi. Assumes a proactive role in all projects and works to be undertaken, anticipates challenges and potential problems;
- vii. Keeps up to date in technical planning issues and in the use of software design technology;
- viii. Fosters and ensures good working relationships within the Department as well as with external entities;
- ix. Represents the Directorate (Projects) during meetings, site visits, inspections, seminars and training as may be deemed necessary;
- x. Organises a digital library for all documents related to projects and works undertaken by the Directorate and ensures that such library is constantly kept up to date;
- xi. Undertakes any other tasks which the superior may delegate to him/her, as may be required;
- xii. Any other duties as directed by the Principal Permanent Secretary