



Annex A

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

- (i) Jissorvelja x-xogħlijiet ta' kuljum u l-prestazzjoni tal-persunal tal-manutenzjoni;
- (ii) Jippjana u jikkordina l-iskedi tal-manutenzjoni;
- (iii) Jimmoniterja l-konformita mar-regolamenti tas-saħħa u sigurtà;
- (iv) Jipprovdi gwida u appoġġ lill-membri tat-tim;
- (v) Jiffacilita t-taħriġ u l-iżvilupp fi ħdan it-tim;
- (vi) Jipromovi komunikazzjoni effettiva fi ħdan it-tim u ma' taqsimiet oħra;
- (vii) Jirraporta lis-superjuri tiegħu kwalunkwe nuqqas relatat mal-materjali u t-tagħmir;
- (viii) Jimla kif suppost il-formoli tal-attenzenzi/notifika ta' kuljum u dokumenti oħra;
- (ix) Jiżgura li t-tim tiegħu josserva l-puntwalita;
- (x) Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- (xi) Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiziti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- (xii) Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

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

Duties and Responsibilities

- (i) Oversees daily operations and performance of maintenance staff;
- (ii) Plans and coordinates maintenance schedules;
- (iii) Monitors compliance with safety regulations;
- (iv) Provide guidance and support to team members;
- (v) Facilitate training and development within the team;
- (vi) Promote effective communication within the team and with other units;
- (vii) Reports to his superiors any shortcomings related to the materials and equipment;
- (viii) Fills properly the daily attendances/notification forms and other documents;
- (ix) Ensure that the work force observes punctuality;
- (x) Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- (xi) Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- (xii) Any other duties as directed by the Principal Permanent Secretary.