

Anness A

Ministeru	Ministeru għall-Akkomodazzjoni u Artijiet
L-impjeg	Foreman



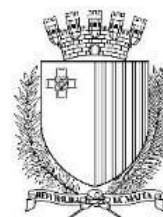
MINISTERU GHALL-AKKOMODAZZJONI U ARTIJET
PALAZZO LUCIA, MERCHANT STREET VALLETTA

Dmirijiet u responsabbiltajiet

- I. Twettaq spezzjonijiet ta' kuljum fuq is-siti sabiex timmonitorja l-progress tax-xogħlijiet tal-kostruzzjoni fil-proġetti kollha tal-akkomodazzjoni assenjati.
- II. Tissorvelja l-kuntratturi u tiżgura li x-xogħlijiet jitwettqu skont il-pjanti approvati, l-ispeċifikazzjonijiet, l-obbligi kuntrattwali u l-istandards ta' kwalità stabbiliti.
- III. Tidentifika dewmien, kwistjonijiet tekniċi jew nuqqas ta' konformità fuq is-siti u tirrapporjahom minnufih lill-manigment, flimkien ma' rakkomandazzjonijiet għal azzjoni korrettiva.
- IV. Tikkoordina mal-kuntratturi, il-konsulenti, il-manigers tal-proġetti u partijiet interessati oħra sabiex tiffaċilita l-implimentazzjoni bla xkiel tax-xogħlijiet u tnaqqas kemm jista' jkun id-dewmien.
- V. Timmonitorja l-allokazzjoni tal-ħaddiema, il-materjal, it-tagħmir u r-riżorsi sabiex tiżgura li l-proġetti jimxu b'mod effiċjenti.
- VI. Iżzomm rekords preċiżi taż-żjarat fuq is-siti, tal-aġġornamenti dwar il-progress, tal-osservazzjonijiet u ta' kwalunkwe istruzzjoni mogħtija matul l-ispezzjonijiet.
- VII. Tivverifika li r-rekwiżiti tas-saħħa u s-sigurtà qed jiġu osservati fis-siti kollha tal-kostruzzjoni u tirrapporja kwalunkwe ksur.
- VIII. Issegwi kwistjonijiet pendenti u tiżgura li l-miżuri korrettivi jiġu implimentati fiż-żmien miftiehem.
- IX. Tassisti fit-tnejn ta' rapporti dwar il-progress u tipprovdi aġġornamenti regolari dwar l-istatus ta' kull proġett.
- X. Twettaq kull dmir ieħor relatat mas-superviżjoni u l-monitoraġġ ta' proġetti ta' kostruzzjoni kif jista' jiġi assenjat mill-manigment.
- XI. Twettaq kull dmir ieħor li jista' jiġi aġġornat sabiex jintlaħqu r-rekwiżiti ta' kwalunkwe qasam ieħor, kif ikkonfermat mis-Segretarju Permanenti.
- XII. Iwettaq kull xogħol ieħor li s-superjur tiegħu/tagħha jista' jiddelega lilu/lilha, skont il-ħtieġa;
- XIII. Kwalunkwe dmir ieħor kif jista' jiġi ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Accommodation and Lands
Job Title	Foreman



MINISTRY FOR ACCOMMODATION AND LANDS
PALAZZO LUCIA, MERCHANT STREET
VALLETTA

Duties and responsibilities

- I. Carrying out daily site inspections to monitor the progress of construction works across all assigned housing projects.
- II. Supervising contractors and ensuring that works are carried out in accordance with approved plans, specifications, contractual obligations, and established quality standards.
- III. Identifying delays, technical issues, or non-compliance on site and reporting these promptly to management, together with recommendations for corrective action.
- IV. Coordinating with contractors, consultants, project managers, and other stakeholders to facilitate the smooth execution of works and minimise delays.
- V. Monitoring workforce deployment, materials, equipment, and resources to ensure projects progress efficiently.
- VI. Maintaining accurate records of site visits, progress updates, observations, and any instructions issued during inspections.
- VII. Verifying that health and safety requirements are being observed at all construction sites and reporting any breaches.
- VIII. Following up on outstanding issues and ensuring that corrective measures are implemented within agreed timeframes.
- IX. Assisting in the preparation of progress reports and providing regular updates on the status of each project.
- X. Performing any other duties related to the supervision and monitoring of construction projects as may be assigned by management.
- XI. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- XII. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- XIII. Any other duties as directed by the Principal Permanent Secretary