

Anness A

Ministry:	<i>Ministeru għall-Enerġija, l-Ambjent u R-Riġenerazzjoni tal-Port il-Kbir</i>	 GVERN TA' MALTA MINISTERU GĦALL-ENERĠIJA, L-AMBJENT U R-RIĠENERAZZJONI TAL- PORT IL-KBIR
Job Title:	<i>Assistant Foreman</i>	
Dmirijiet u Responsabbiltajiet		

- i Jagħmel superviżjoni tal-istaff li jaqa' taħt ir-responsabbiltà tagħha;
- ii Jipprovdi għodda u materjal li jkollhom bżonn il-ħaddiema taħt ir-responsabbiltà tagħha;
- iii Jkun responsabbli mit-tqassim tal-ħaddiema fuq diversi lantijiet tax-xogħol skont il-prijoritajiet stabbiliti;
- iv Jassisti lill-Foreman u uffiċjali oħra fuq il-lantijiet tax-xogħol u żżommhom informati rigward il-progress tax-xogħol li jkun qed isir;
- v Jirrapporta nuqqasijiet li jistgħu jinqalgħu waqt l-operat, bl-iskop li jkun imtejjeb l-andament tax-xogħol;
- vi Jassigura li x-xogħlijiet li jaqgħu taħt is-superviżjoni tagħha jilhqu l-livelli mixtieqa mit-tmexxija tad-Dipartiment;
- vii Jassumi responsabbiltà għax-xufiera li joperaw l-impjant/il-makkinarju u l-inġenji tqal;
- viii Issuq u jopera, fejn meħtieġ, l-impjant/il-makkinarju u inġenji tqal;
- ix Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- x Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xi Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

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Ministry:	<i>Ministry for Energy, the Environment and the Regeneration of the Grand Harbour</i>	 GOVERNMENT OF MALTA MINISTRY FOR ENERGY, THE ENVIRONMENT AND THE REGENERATION OF THE GRAND HARBOUR
Job Title:	<i>Assistant Foreman</i>	
Duties and Responsibilities		

- i. Supervising the staff under his/her charge;
- ii. Providing tools and other materials required for use by employees under his/her charge;
- iii. Being responsible of the daily distribution of employees to different sites of work, in the most efficient manner;
- iv. Assisting the Foreman and other superiors on sites of work and keeping them informed on the progress of works carried out;
- v. Reporting any deficiencies in the day-to-day operations in order to improve all works logistics;
- vi. Ensuring that all works under his/her supervision meet the required standards established by the senior management of the Department;
- vii. Being responsible for heavy plant drivers operating plant/machinery and heavy vehicles;
- viii. Driving and operating, when necessary, plant/machinery and heavy vehicles;
- ix. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- x. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xi. Any other duties as directed by the Principal Permanent Secretary.