

Anness A



MINISTERU GĦALL-ARTI, KULTURA U WIRT NAZZJONALI
230, CASA GASPE, TRIQ IR-REPUBBLIKA,
IL- BELT VALLETTA, MALTA

Ministeru	Ministeru għall-Arti, Kultura u Wirt Nazzjonali
L-impjieg	Operative IV (Maintenance)

Dmirijiet u Responsabbiltajiet

- i. Jagħmel xogħol ta' manutenzjoni u tiswija ta' rutina li jinkludi tikkil, tibjid, tqegħid ta' passagġi taċ-ċangatura, xogħol bażiku ta' plumbing, serraturi u xogħol fil-ġebel;
- ii. Jassisti l-bennejja, l-electricians, il-plumbers, il-mastrudaxxi, il-kaħħala u haddiema ohra tas-sengħa waqt il-qadi ta' dmirijiethom;
- iii. Jgħabbi u jhott il-vetturi;
- iv. Inaddaf żoni fuq barra u fuq ġewwa;
- v. Juża tagħmir, inkluz sliem u scaffolding, u jaħdem f'għoli differenti kif u meta meħtieġ;
- vi. Iċaqlaq u jgħorr l-għamara u t-tagħmir;
- vii. Iwettaq dmirijiet ta' qtugħ ta' ħaxix ħażin, manutenzjoni u tindif ta' gandotti tax-xita u kanali;
- viii. Juża u jhaddem sewwa għodda speċjalizzata bħal grass cutters;
- ix. Jimplimenta programmi ta' manutenzjoni preventiva fuq l-impjant u t-tagħmir skont struzzjonijiet mogħtija mis-superjuri tiegħu;
- x. Jaħdem f'konformità shiħa mar-regolamenti tas-saħħa u s-sigurtà;
- 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.

Annex A



Ministry	Ministry for Arts, Culture and National Heritage
Job title	Operative IV (Maintenance)

MINISTRY FOR ARTS, CULTURE AND NATIONAL HERITAGE

230, CASA GASPE, TRIQ IR-REPUBBLIKA,
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Duties and responsibilities

- i. Performs routine maintenance and repair work including plastering, painting, laying of flagstone walkways, basic plumbing, locksmithing and stonework;
- ii. Assists builders, electricians, plumbers, carpenters, masons and other skilled workers in performing their duties;
- iii. Loads and unloads vehicles;
- iv. Cleans exterior and interior areas;
- v. Uses equipment, including ladders and scaffolding, and works at different heights as and when required;
- vi. Moves and carries furniture and equipment;
- vii. Performs duties such as cutting weeds, cleaning rain water gutters and ducts;
- vii. Uses and properly operates specialized tools such as grass cutters;
- ix. Implements preventive maintenance programs on plant and equipment as directed by his superiors;
- x. Works in full compliance with health and safety regulations;
- xi. Any other tasks that the superior may delegate, as may be necessary;
- xii. Any other duties as directed by the Principal Permanent Secretary.