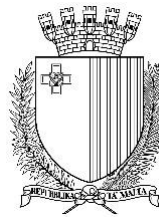


Anness A

Ministeru	Gvern Lokali u x-Xogħlijiet Pubbliċi
L-impjeg	Supervisor



MINISTERU GĦALL-GVERN LOKALI U X-XOGĦLIJET PUBBLIĊI

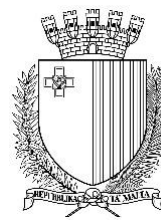
BLOKK H, TRIQ ANTONIO MAURIZIO VALPERGA, II-FURJANA, FRN 1710

Dmirijiet u responsabbiltajiet

- i. Iqassam id-dmirijiet ta' kuljum lill-ħaddiema operattivi assenjati biex jissodisfa l-ammont tax-xogħol tal-ġurnata;
- ii. Iżomm rekords ta' attendenza;
- iii. Jiżgura li l-impjegati taħt l-inkarigu tiegħu jkunu puntwali u li tittieħed l-azzjoni dixxiplinarja meħtieġa;
- iv. Jiżgura li qed isir użu korrett minn iblies u tagħmir tas-saħħa u sigurtà;
- v. Jissorvelja l-ħaddiema u jassigura li x-xogħlijiet/dmirijiet jitwettqu skont *standards* stabbiliti u fiż-żmien stipulat;
- vi. Jirrapporta lis-superjuri tiegħu kwalunkwe nuqqasijiet relatati mal-materjali u tagħmir;
- vii. Jikkordina u jassisti lis-superjuri fl-ippjanar u fl-eżekuzzjoni ta' programmi ta' xogħol;
- viii. Ikun responsabbli għall-istores u t-tagħmir;
- ix. Ihaddem makkinarju tal-uffiċċju bħal photocopier, scanner, u binding machine;
- x. Jaqdi l-irwol ta' Fire Warden;
- xi. Jwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif ikun meħtieġ; u
- xii. Jwettaq kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Local Government & Public Works
Job Title	Supervisor



MINISTRY FOR LOCAL GOVERNMENT AND PUBLIC WORKS

BLOCK H, ANTONIO MAURIZIO VALPERGA STREET, FLORIANA, FRN 1710

Duties and responsibilities

- i. Assigns daily duties to the assigned operational workers to meet the day's workload;
- ii. Maintains attendance records;
- iii. Ensures that employees under his/her charge are punctual and that the necessary disciplinary action is taken;
- iv. Ensures the proper use of health and safety clothing and equipment;
- v. Supervises workers and ensures that works/duties are carried out according to established standards and within the stipulated timeframe;
- vi. Reports to his/her superiors any shortages relating to materials and equipment;
- vii. Coordinates and assists superiors in the planning and execution of work programmes;
- viii. Is responsible for stores and equipment;
- ix. Operates office machines such as photocopier, scanner, and binding machine;
- x. Carries out the role of Fire Warden;
- xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xii. Undertakes any other duties as directed by the Principal Permanent Secretary.