

Anness A

Ministeru	Ministeru għall-Akkomodazzjoni u Artijiet
L-impjieg	Supervisor



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

Dmirijiet u responsabbiltajiet

I. Jissorvelja t-tindif, iż-żamma u l-manutenzjoni ġenerali tal-akkomodazzjoni tal-Gvern, inklużi unitajiet residenzjali, bini, żoni komuni, btiehi u l-artijiet ta' madwarhom, u jiżgura li x-xogħlijiet kollha jitwettqu skont l-istandards meħtieġa;

II. Jissorvelja t-thejjija, l-ispezzjoni u ż-żamma tal-akkomodazzjoni tal-Gvern, u jiżgura li l-proprjetajiet jinżammu f'kundizzjoni nadifa, sigura, funzjonali u preżentabbli;

III. Jissorvelja l-allokazzjoni u l-koordinazzjoni tax-xogħlijiet ta' manutenzjoni u xogħlijiet ġenerali meħtieġa fl-akkomodazzjoni tal-Gvern u fuq artijiet tal-Gvern;

IV. Jissorvelja xogħlijiet ta' ġardinagg, tisbih tal-artijiet, qtugh tal-haxix, żbir, tindif u tnehhija ta' materjal, kif ukoll xogħlijiet ohra ta' manutenzjoni tal-artijiet fuq artijiet tal-Gvern u madwar l-akkomodazzjoni tal-Gvern;

V. Jissorvelja t-tindif u l-manutenzjoni taż-żoni esterni, inklużi btiehi, passaġġi, toroq ta' aċċess, żoni komuni, konfini u żoni ohra li jiffurmaw parti mill-proprjetà tal-Gvern;

VI. Jissorvelja t-tnehhija ta' skart goff, materjal mhux mixtieq, veġetazzjoni, debris u oġġetti ohra mill-akkomodazzjoni u mill-artijiet tal-Gvern, u jiżgura li dawn jintremew b'mod xieraq;

VII. Iwettaq spezzjonijiet regolari tal-akkomodazzjoni u tal-artijiet tal-Gvern sabiex jidentifika difetti, htigijiet ta' manutenzjoni, riskji għas-saħħa u s-sigurtà, użu mhux awtorizzat, ħsarat jew irregolaritajiet ohra, u jirrapporta dawn il-kwistjonijiet lis-superjur rilevanti;

VIII. Jissorvelja xogħlijiet żgħar ta' tiswija u manutenzjoni relatati mal-bini, attrezzaturi, fittings, bibien, twieqi, plumbing, drenagg, installazzjonijiet elettrici u rekwiżiti ohra relatati mal-proprjetà, fejn applikabbli;

IX. Jissorvelja kuntratturi, nies tas-sengħa, persunal tal-manutenzjoni u haddiema ohra li jkunu qed iwettqu xogħlijiet fuq akkomodazzjoni jew artijiet tal-Gvern, u jiżgura li x-xogħlijiet jitwettqu skont l-istruzzjonijiet, l-ispeċifikazzjonijiet u l-istandards meħtieġa;

X. Jiżgura l-użu, il-kura u l-ħażna korretti ta' għodod, makkinarju, tagħmir, materjali u riżorsi ohra użati fl-attivitajiet ta' manutenzjoni tal-akkomodazzjoni u tal-artijiet;

XI. Jissorvelja l-istokk ta' materjali tat-tindif, provvisti għall-manutenzjoni, materjali tal-ġardinagg, għodod u oġġetti ohra, u jirrapporta kwalunkwe nuqqas jew htieġa lis-superjur rilevanti;

XII. Jirrapporta lis-superjur rilevanti kwalunkwe difett, ħsara, htieġa ta' manutenzjoni, thassib relatat mas-saħħa u s-sigurtà jew kwistjoni ohra relatata mal-akkomodazzjoni, il-bini, l-artijiet tal-Gvern u l-facilitajiet relatati;

XIII. Izomm rekords xierqa u jimla l-formoli ta' attendenza ta' kuljum, rapporti tax-xogħol, rekords ta' spezzjonijiet, talbiet għal manutenzjoni, inventarji u dokumentazzjoni ohra kif meħtieġ;

XIV. Jiżgura li l-haddiema josservaw il-puntwalità, ir-rekwiżiti ta' attendenza, kondotta xierqa u l-proċeduri tax-xogħol stabbiliti waqt it-twettiq ta' dmirijiethom;

XV. Jiżgura li l-haddiema jużaw it-tagħmir xieraq ta' protezzjoni personali (PPE), ilbies tax-xogħol, għodod u tagħmir tas-saħħa u s-sigurtà, u li x-xogħol kollu jitwettaq skont ir-rekwiżiti applikabbli tas-saħħa u s-sigurtà;

XVI. Jikkoordina u jalloka d-dmirijiet ta' kuljum fost il-haddiema, jimmonitorja l-prestazzjoni u l-produttività tagħhom, u jiżgura li x-xogħlijiet assenjati jitlestew b'mod effiċjenti u fiż-żmien stipulat;

XVII. Jassisti fit-thejjija ta' żoni ta' akkomodazzjoni u artijiet għall-okkupazzjoni, trasferiment, għoti ta' pussess, rilokazzjoni, rinnovazzjoni jew rekwiżiti operattivi oħra, skont l-istruzzjonijiet mogħtija;

XVIII. Jissorvelja l-kundizzjoni u l-użu xieraq tal-akkomodazzjoni u tal-artijiet tal-Gvern, u jirrapporta kwalunkwe okkupazzjoni mhux awtorizzata, użu hażin, invażjoni fuq art, ħsara jew irregolarità oħra lill-awtorità rilevanti;

XIX. Jzomm kuntatt u jikkoordina mad-dipartimenti rilevanti, awtoritajiet, kuntratturi, kerrejja, okkupanti u partijiet interessati oħra fir-rigward ta' manutenzjoni, tindif, tiswijiet, aċċess, spezzjonijiet u kwistjonijiet oħra relatati mal-akkomodazzjoni jew l-artijiet, kif meħtieġ;

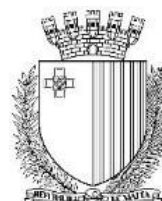
XX. Iwettaq kwalunkwe kejl, spezzjoni fuq il-post, inventarju jew valutazzjoni relatata mal-akkomodazzjoni, il-bini, l-artijiet, it-tagħmir jew xogħlijiet ta' manutenzjoni, kif meħtieġ;

XXI. Jipprovdi gwida u assistenza Prattika lill-haddiema u jiżgura li l-istruzzjonijiet, il-proċeduri, l-istandards u l-prattiki tax-xogħol jiġu osservati kif suppost;

XXII. Iwettaq kwalunkwe dmir jew kompitu ieħor li s-superjur immedjat jista' jiddelega lilu/ha, kif jista' jkun meħtieġ minn żmien għal żmien; u

XXIII. Iwettaq kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni, skont il-ħtiġijiet u r-rekwiżiti tas-servizz.

Annex A



Ministry	Ministry for Accommodation and Lands
Job Title	Supervisor

MINISTRY FOR ACCOMMODATION AND LANDS
PALAZZO LUCIA, MERCHANT STREET VALLETTA

Duties and responsibilities

- I. Supervise the cleaning, upkeep, and general maintenance of Government accommodation,** including residential units, buildings, common areas, yards, and surrounding grounds, ensuring that all works are carried out to the required standards;
- II. Supervise the preparation, inspection, and upkeep of Government accommodation,** ensuring that properties are maintained in a clean, safe, functional, and presentable condition;
- III. Supervise the allocation and coordination of maintenance and general works** required within Government accommodation and on Government-owned land;
- IV. Supervise gardening, landscaping, grass cutting, pruning, clearing, and other grounds-maintenance works** on Government land and around Government accommodation;
- V. Supervise the cleaning and maintenance of external areas,** including yards, pathways, driveways, communal areas, boundaries, and other areas forming part of Government property;
- VI. Supervise the removal of bulky waste, unwanted materials, vegetation, debris, and other items** from Government accommodation and land, ensuring their appropriate disposal;
- VII. Carry out regular inspections of Government accommodation and land** to identify defects, maintenance requirements, health and safety risks, unauthorised use, damage, or other irregularities, and report such matters to the relevant superior;
- VIII. Supervise minor repair and maintenance works** involving buildings, fixtures, fittings, doors, windows, plumbing, drainage, electrical installations, and other property-related requirements, where applicable;
- IX. Supervise contractors, tradesmen, maintenance personnel, and other workers** carrying out works on Government accommodation or land, ensuring that works are performed according to instructions, specifications, and required standards;
- X. Ensure the correct use, care, and storage of tools, machinery, equipment, materials, and other resources** used in accommodation and land maintenance activities;
- XI. Monitor stocks of cleaning materials, maintenance supplies, gardening materials, tools, and other items** and report any shortages or requirements to the relevant superior;
- XII. Report to the relevant superior any defects, damage, maintenance requirements, health and safety concerns, or other issues** relating to Government accommodation, buildings, land, and associated facilities;
- XIII. Maintain appropriate records and complete daily attendance sheets, work reports, inspection records, maintenance requests, inventories, and other documentation** as required;
- XIV. Ensure that workers observe punctuality, attendance requirements, proper conduct, and established working procedures** while carrying out their duties;

XV. Ensure that workers use the appropriate personal protective equipment (PPE), work clothing, tools, and health and safety equipment, and that all work is carried out in accordance with applicable health and safety requirements;

XVI. Coordinate and allocate daily duties among employees, monitor their performance and productivity, and ensure that assigned works are completed efficiently and within the required timeframe;

XVII. Assist in the preparation of accommodation and land areas for occupation, handover, relocation, refurbishment, or other operational requirements, as instructed;

XVIII. Monitor the condition and appropriate use of Government accommodation and land and report any unauthorised occupation, misuse, encroachment, damage, or other irregularities to the relevant authority;

XIX. Liaise with relevant departments, authorities, contractors, tenants, occupants, and other stakeholders in relation to maintenance, cleaning, repairs, access, inspections, and other accommodation or land-related matters, as required;

XX. Carry out any measurements, site inspections, inventories, or assessments relating to accommodation, buildings, land, equipment, or maintenance works, as required;

XXI. Provide guidance and practical assistance to employees and ensure that instructions, procedures, standards, and work practices are properly followed;

XXII. Perform any other duties or tasks that the immediate superior may delegate, as may be required from time to time; and

XXIII. Perform any other duties as directed by the Principal Permanent Secretary, in accordance with the needs and requirements of the service.