Anness A

Ministeru	Gvern Lokali u x-Xogħlijiet Pubbliċi
L-impjieg	Operations Manager (Technical)

MINISTERU GĦALL-GVERN LOKALI U X-XOGĦLIJIET PUBBLIĊI

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

Dmirijiet u responsabbiltajiet

i. Jippjana, jikkoordina u jissorvelja inkarigi relatati ma' stħarriġ tal-art u ġeomatika, inklużi stħarriġ fuq il-post, setting out, kejl fuq il-post, livellar u proċessar ibbażat fl-uffiċċju;

ii. Imexxi u jidderieġi timijiet ta' surveyors, iqassam id-dmirijiet u jiżgura l-użu effettiv tal-persunal, tagħmir u għodda allokati għall-operazzjonijiet ta' stħarriġ;

iii. Jipproċessa, jippjana u jamministra d-data miġbura permezz ta' stħarriġ terrestri, mobile scanners u stħarriġ b'LiDAR ibbażat fuq drones, u jipproduċi outputs spazjali preċiżi għall-ħtiġijiet tad-Dipartiment u tal-proġetti;

iv. Jimporta, jirreġistra, inaddaf,u jiffiltra data, jorjenta ġeografikament u jivverifika d-data tal-point clouds u d-data tal-istħarriġ sabiex jiżgura li l-informazzjoni tkun preċiża, kompluta u adatta għall-iskop tagħha;

v. Iħejji, jivverifika u jżomm data tal-istħarriġ, tpinġijiet, pjanti, koordinati ġeografiċi, livelli, mudelli, rapporti u dokumentazzjoni teknika oħra meħtieġa għall-proġetti ta' xogħlijiet pubbliċi;

vi. Jivverifika l-preċiżjoni, il-kwalità u l-konsistenza tad-data ta' stħarriġ, tpinġijiet, mudelli, pjanti u outputs tekniċi qabel ma jintużaw jew jiġu sottomessi;

vii. Jikkoordina s-setting out ta' allinjamenti proposti, livelli, konfini, punti u referenzi oħra fuq is-sit meħtieġa għall-proġetti infrastrutturali li jkunu għaddejjin jew ippjanati;

viii. Jissorvelja l-użu, il-kalibrazzjoni, il-manutenzjoni u ż-żamma sigura tat-tagħmir ta' surveying u ġeomatika, inklużi GNSS/GPS, total stations, levels, sistemi LiDAR u softwer relatat;

ix. Jipprovdi pariri u appoġġ tekniku dwar kejl tal-art, ġeomatika u kwistjonijiet relatati mal-LiDAR lill-maniġment superjuri, uffiċjali tal-proġetti, persunal tekniku u partijiet interessati oħra;

x. Jikkoordina u jżomm kuntatt ma' dipartimenti u aġenziji tal-Gvern, kunsilli lokali, kuntratturi, konsulenti, fornituri tas-servizzi ta' utilità u partijiet interessati oħra dwar rekwiżiti ta' surveying u ġeomatika, informazzjoni dwar is-siti u kwistjonijiet relatati mal-proġetti;

xi. Jissorvelja l-progress u l-kwalità tal-inkarigi ta' stħarriġ u ġeomatika, jidentifika kwistjonijiet operattivi u jirrakkomanda azzjoni korrettiva sabiex jiżgura twettiq tas-servizz fil-ħin u b'mod effettiv;

xii. Iżomm rekords xierqa u jikkontribwixxi għat-titjib tal-proċeduri ta' stħarriġ, workflows diġitali, sistemi ta' ġestjoni tad-data, żvilupp tal-persunal u standards ta' twettiq tas-servizz;

xiii. Jiżgura li d-dmirijiet kollha jitwettqu skont l-istandards tekniċi applikabbli, ir-rekwiżiti legali u tas-saħħa u s-sigurtà, kif ukoll il-politiki tad-Dipartiment;

xiv. Jwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif ikun meħtieġ; u

xv. Jwettaq kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Direttorat tal-People Management, Diviżjoni 'Strategy & Support Services',
Blokk H (Ent B), Triq Antonio Maurizio Valperga, Furjana FRN 1710
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Annex A

Ministry	Local Government & Public Works
Job Title	Operations Manager (Technical)

MINISTRY FOR LOCAL GOVERNMENT AND PUBLIC WORKS

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

Duties and responsibilities

i. Plans, coordinates and supervises land surveying and geomatics assignments, including field surveys, setting out, site measurements, levelling and related office-based processing;

ii. Manages and directs surveying teams, allocates duties and ensures the effective deployment of staff, equipment and tools assigned to surveying operations;

iii. Processes, plots and manages data captured through terrestrial, mobile scanners and drone-based LiDAR surveys, producing accurate spatial outputs for departmental and project requirements;

iv. Imports, registers, cleans & filters data, georeferences and verifies point cloud and survey data to ensure that information is accurate, complete and fit for purpose;

v. Prepares, verifies and maintains survey data, drawings, plans, geographic coordinates, levels, models, reports and other technical documentation required for public works projects;

vi. Checks the accuracy, quality and consistency of survey data, drawings, models, plans and technical outputs before their use or submission;

vii. Coordinates the setting out of proposed alignments, levels, boundaries, points and other site references required for ongoing and planned infrastructural projects;

viii. Oversees the use, calibration, maintenance and safekeeping of surveying and geomatics equipment, including GNSS/GPS, total stations, levels, LiDAR systems and related software;

ix. Provides technical advice and support on land surveying, geomatics and LiDAR matters to senior management, project officers, technical staff and other stakeholders;

x. Liaises with Government departments, agencies, local councils, contractors, consultants, utility providers and other stakeholders regarding surveying, geomatics requirements and project-related matters;

xi. Monitors the progress and quality of surveying and geomatics assignments, identifies operational issues and recommends corrective action to ensure timely and effective service delivery;

xii. Maintains proper records and contributes to the improvement of surveying procedures, digital workflows, data management systems, staff development and service delivery standards;

xiii. Ensures that all duties are carried out in accordance with applicable technical standards, legal and health and safety requirements, departmental policies;

xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and

xv. Undertakes any other duties as directed by the Principal Permanent Secretary.