Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport (MES)
L-impjieg	Graduate Engineer (Mechanical) / Junior Engineer (Mechanical) / Engineer (Mechanical)

MINISTERU GĦALL-EDUKAZZJONI U L-ISPORT
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Graduate Engineer (Mechanical) / Junior Engineer (Mechanical) / Engineer (Mechanical) jinkludu li:

i. Jikkontribwixxi għat-tħejjija ta' pjanijiet tan-negozju, programmi ta' ħidma u stimi ta' ħin u spejjeż b'kollaborazzjoni mad-Direttur, Chief Engineer, periti, inġiniera ċivili u professjonisti tekniċi oħra impjegati mal-Ministeru jew imqabbda minnu;

ii. Jassisti fit-tħejjija ta' speċifikazzjonijiet għal sejħiet għall-offerti, baġits u listi tal-kwantitajiet, stimi, proċessi ta' aġġudikazzjoni u d-dokumentazzjoni anċillari għall-provvista ta' impjanti, tagħmir, strumenti, għodod, spare parts u sistemi relatati mal-inġinerija;

iii. Jfassal u jagħti pariri dwar sistemi mekkaniċi effiċjenti li jużaw enerġija nadifa, inklużi, fost oħrajn, sistemi fotovoltajċi (PV), sistemi tal-arja kkundizzjonata, u sistemi tal-ilma u tad-drenaġġ;

iv. Juża ACAD u programmi oħra tas-softwer biex iwettaq kwalunkwe emenda meħtieġa fid-disinji mħejjija;

v. Jagħti pariri u jimmonitorja l-aspetti tas-saħħa u s-sigurtà għal xogħlijiet mekkaniċi, kemm fl-istadju tad-disinn kif ukoll f'dak tal-implimentazzjoni;

vi. Jwettaq żjarat fuq il-post, jissorvelja x-xogħlijiet, isolvi l-problemi, jimmaniġġja l-proġetti u jiċċertifika x-xogħol waqt l-eżekuzzjoni ta' xogħol ta' inġinerija;

vii. Jħarreġ lill-membri tat-tim kif meħtieġ;

viii. Jipprovdi ċertifikazzjoni ta' armar (scaffolding) u makkinarju;

ix. Jipprovdi rapporti dettaljati u ċertifikazzjonijiet dwar servizzi mekkaniċi, inkluż pariri professjonali/tekniċi meta jkun meħtieġ;

x. Jħejji dokumentazzjoni teknika, inklużi speċifikazzjonijiet tad-disinn u rapporti tat-testijiet;

xi. Jorganizza u jissorvelja l-operat bla xkiel tad-disinn tal-inġinerija, l-installazzjoni, il-manutenzjoni, ix-xogħol ta' tiswija u l-funzjonijiet ta' appoġġ fi ħdan il-Ministeru;

xii. Jiżgura li s-sistemi u l-komponenti mekkaniċi jikkonformaw mal-istandards tal-kwalità, il-kodiċijiet u r-regolamenti rilevanti;

xiii. Jwettaq kontrolli tal-kwalità biex jivverifika l-konformità u jidentifika oqsma għal titjib;

xiv. Jiżgura l-kwalità, l-effettività u l-effiċjenza fl-ippjanar u l-eżekuzzjoni tax-xogħlijiet;

xv. Jipprovdi l-kontribut meħtieġ biex jiżgura li x-xogħol isir skont l-istandards stabbiliti, ir-rekwiżiti legali u l-obbligi kuntrattwali;

xvi. Jikkoordina ma' ħaddiema tas-sengħa, fornituri u kuntratturi meta jkun meħtieġ biex jiżgura li x-xogħol qed jitwettaq kif suppost;

xvii. Jikkollabora mal-uffiċjali tas-saħħa u s-sigurtà u jiżgura li r-regoli u r-regolamenti f'dan ir-rigward jiġu osservati b'mod strett;

xviii. Jikkollabora ma’ professjonisti u awtoritajiet oħra;

xix. Jassisti lill-maniġers tal-proġetti fil-qasam tal-istima tal-ispejjeż (QS);

xx. Jattendi sessjonijiet ta’ taħriġ u seminars relatati mal-prattika tal-inġinerija. Jipparteċipa f’riċerka u attivitajiet oħra mmirati lejn l-aġġornament tat-tekniki, u jibqa’ aġġornat dwar żviluppi fil-leġiżlazzjoni, l-istandards u l-kodiċijiet tal-prattika;

xxi. Jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta’ kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;

xxii. Kwalunkwe kompitu ieħor li s-superjur jista’ jiddelega lilu/ha, kif jista’ jkun meħtieġ; u

xxiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Education and Sport (MES)
Job title	Graduate Engineer (Mechanical) / Junior Engineer (Mechanical) / Engineer (Mechanical)

MINISTRY FOR EDUCATION AND SPORT

GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of Graduate Engineer (Mechanical) / Junior Engineer (Mechanical) / Engineer (Mechanical) include:

i. Contributes to the preparation of business plans, programmes of work and time/cost estimates in liaison with the Director, Chief Engineer, architects, civil engineers and other technical professionals who are employed with or have been contracted by the Ministry;

ii. Assists with the preparation of tender specifications, budgets and bill of quantity, estimates, adjudication and the ancillary documentation for the provision of plant, equipment, instrumentation, tools, spare parts and engineering related systems;

iii. Designs and advises on efficient mechanical systems that use clean energy, including amongst other pv systems, air conditioning systems, water and drainage systems;

iv. Uses ACAD and other software programs to carry out any necessary amendments to the designs prepared;

v. Advises and monitors health and safety aspects for mechanical works, both at design as well as at implementation stage;

vi. Undertakes site visits, supervise works, problem solving, project management and work certification in the execution of engineering work;

vii. Train team members as necessary;

viii. Provides certification of scaffoldings and machinery;

ix. Provide detailed reports and certifications concerning mechanical services including professional/technical advice when necessary;

x. Prepare technical documentation, including design specifications and test reports;

xi. Organises and oversees the smooth running of engineering design, installation, maintenance, repair work and support functions within the Ministry;

xii. Ensure that mechanical systems and components comply with relevant quality standards, codes, and regulations;

xiii. Conduct quality control checks to verify compliance and identify areas for improvement;

xiv. Ensures quality, effectiveness and efficiency in the planning and execution of works;

xv. Provides the necessary input to ensure that work is done in accordance with established standards, legal requirements and contractual obligations;

xvi. Liaise with education trade workers, suppliers, contractor when necessary to make sure that the work is being carried out accordingly;

xvii. Collaborates with the health and safety officials and ensures that rules and regulations in this regard are strictly adhered to;

xviii. Collaborates with other professionals and authorities;

xix. Assists project managers in QS;

xx. Attends training sessions and seminars related to the engineering practice. Participates in research and other activities aimed at upgrading techniques, and keeps abreast of developments in legislation, standards and code of practice;

xxi. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;

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

xxiii. Any other duties as directed by the Principal Permanent Secretary.