Anness A

Ministeru	Ministeru għall-Akkomodazzjoni u Artijiet
L-impjieg	Assistant Foreman

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

Dmirijiet u responsabbiltajiet

I. Jassisti lill-Foreman fis-superviżjoni u l-koordinazzjoni tax-xogħlijiet ta' kostruzzjoni, manutenzjoni u tiswija fuq is-siti assenjati.
II. Jissorvelja lill-ħaddiema u jalloka l-kompiti ta' kuljum skont l-istruzzjonijiet tal-Foreman u l-prijoritajiet tax-xogħol.
III. Jiżgura li x-xogħlijiet jitwettqu skont il-pjanti, l-ispeċifikazzjonijiet, l-istruzzjonijiet tekniċi u l-istandards ta' kwalità stabbiliti.
IV. Jimmonitorja l-progress tax-xogħlijiet u jirrapporta lill-Foreman dwar dewmien, nuqqasijiet, ħsarat jew diffikultajiet li jinqalgħu fuq is-sit.
V. Jivverifika li l-materjal, l-għodda u t-tagħmir meħtieġ ikunu disponibbli, jintużaw kif suppost u jinżammu f'kundizzjoni tajba.
VI. Jassisti fil-kejl tax-xogħlijiet, fil-verifika tal-kwantitajiet u fiż-żamma ta' rekords relatati mal-progress, il-materjal u l-ħaddiema.
VII. Jiżgura li l-proċeduri tas-saħħa u s-sigurtà, l-użu ta' tagħmir protettiv u l-prattiki tax-xogħol siguri jiġu osservati f'kull ħin.
VIII. Jikkoordina mal-kuntratturi, il-fornituri u uffiċjali oħra fuq is-sit meta jkun meħtieġ u skont id-direzzjoni tal-Foreman.
IX. Jieħu r-responsabbiltà għas-superviżjoni tax-xogħlijiet fl-assenza tal-Foreman, skont l-awtorizzazzjoni u l-istruzzjonijiet mogħtija.
X. Jassisti fit-tħejjija ta' rapporti, skedi tax-xogħol u aġġornamenti dwar il-progress tal-proġetti jew xogħlijiet assenjati.
XI. Iwettaq kull dmir ieħor li jista' jiġi aġġornat sabiex jintlaħqu r-rekwiżiti ta' kwalunkwe qasam ieħor, kif ikkonfermat mis-Segretarju Permanenti.
XII. Iwettaq kull xogħol ieħor li s-superjur tiegħu/tagħha jista' jiddelega lilu/lilha, skont il-ħtieġa;
XIII. Kwalunkwe dmir ieħor kif jista' jiġi ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Accommodation and Lands
Job Title	Assistant Foreman

MINISTRY FOR ACCOMMODATION AND LANDS
PALAZZO LUCIA, MERCHANT STREET
VALLETTA

Duties and responsibilities

I. Assisting the Foreman in supervising and coordinating construction, maintenance and repair works at assigned sites.
II. Supervising workers and allocating daily tasks in accordance with the Foreman's instructions and work priorities.
III. Ensuring that works are carried out in accordance with plans, specifications, technical instructions and established quality standards.
IV. Monitoring work progress and reporting delays, defects, damage or site difficulties to the Foreman.
V. Checking that the required materials, tools and equipment are available, properly used and maintained in good condition.
VI. Assisting with the measurement of works, verification of quantities and maintenance of records relating to progress, materials and workforce deployment.
VII. Ensuring that health and safety procedures, protective equipment requirements and safe working practices are observed at all times.
VIII. Coordinating with contractors, suppliers and other site officials when required and as directed by the Foreman.
IX. Taking responsibility for supervising works in the Foreman's absence, subject to the authorisation and instructions provided.
X. Assisting in the preparation of reports, work schedules and progress updates for assigned projects or works.
XI. Undertaking any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
XII. Undertaking any other tasks which the superior may delegate to him/her, as may be required;
XIII. Carrying out any other duties as directed by the Principal Permanent Secretary.