Anness A

Ministeru	Ministeru għall-Gvern Lokali u x-Xogħlijiet Pubbliċi
L-impjieg	Technician

MINISTERU GĦALL-GVERN LOKALI U X-XOGĦLIJIET PUBBLIĊI

BLOKK A, TRIQ FRANCESCO BUONAMICI, Il-FURJANA, FRN 1700 MALTA

Dmirijiet u responsabbiltajiet

i. Jifforma parti attiva minn tim professjonali multi-dixxiplinarju li jiġi fdat bl- implimentazzjoni ta' proġetti assenjati lid-Diviżjoni tax-Xogħlijiet;

ii. Jikkoordina ma' periti, inġiniera mekkaniċi, inġiniera elettriċi, land surveyors u personal tekniku fl-ippjanar, id-disinn u l-eżekuzzjoni ta' proġetti;

iii. Jipprepara pjanti bl-użu ta' CAD u programmi ta' softwer oħra relatati;

iv. Jassisti fit-tħejjija ta' dokumenti għall-offerti u jipparteċipa fil-proċessi u l-fażijiet kollha tas-sejħa, inkluż iservi bħala membru fuq kumitati ta' evalwazzjoni fejn ikun meħtieġ;

v. Jikkoordina ma' quantity surveyors fit-tħejjija ta' stimi fil-fażi ta' qabel is-sejħa għall-offerti u fil-kejl fuq is-sit waqt il-fażi ta' kostruzzjoni tal-proġetti assenjati;

vi. Jikkoordina l-laqgħat li jkun hemm bżonn ma' stakeholders relevanti;

vii. Jagħmel superviżjoni ta' siti ta' kostruzzjoni u jipprepara rapporti dwar il-progress waqt l-eżekuzzjoni tax-xogħol minn kuntratturi jew minn ħaddiema tad-Diviżjoni;

viii. Jiżgura li l-proġetti jitwettqu skont id-disinn miftiehem u li l-baġit stabbilit minn qabel ma jinqabiżx;

ix. Jiżgura li x-xogħlijiet jitwettqu skont l-istandards meħtieġa u jitlestew fil-perjodi ta' żmien stipulat;

x. Jikkollabora u jikkoordina ma' entitajiet u dipartimenti oħra qabel u waqt l-implimentazzjoni ta' proġetti;

xi. Jiżgura u jinforza l-imġieba, id-dixxiplina, il-puntwalità, u s-saħħa u s-sigurtà tal-ħaddiema li tagħhom huwa responsabbli;

xii. Jattendi għat-taħriġ neċessarju biex ikun jista' jaqdi d-dmirijiet assenjati u jipparteċipa f'riċerka u attivitajiet oħra mmirati lejn it-titjib tal-operat tad-Diviżjoni;

xiii. Iwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu kif jista' jkun meħtieġ;

xiv. Iwettaq kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Local Government and Public Works
Job Title	Technician

MINISTRY FOR LOCAL GOVERNMENT AND PUBLIC WORKS
BLOCK A, FRANCESCO BUONAMICI STREET, FLORIANA FRN1700, MALTA

Duties and responsibilities

i. Forms an active part of a multi-disciplinary team entrusted with the implementation of projects assigned to the Works Division;

ii. Co-ordinates with architects and civil engineers, mechanical engineers, electrical engineers, land surveyors and technical personnel in the planning, design and execution of integrated projects;

iii. Prepares drawings in CAD and other related software programs;

iv. Assists in the preparation of tender documents and participates in all the tendering processes and phases, including serving as member on evaluation committees whenever necessary;

v. Co-ordinates with quantity surveyors in the preparation of estimates at pre-tendering stage and in measurements on site during the construction stage of the assigned projects;

vi. Co-ordinates the necessary meetings between the relevant stakeholders;

vii. Conducts site supervision and prepares progress reports during the execution of work by contractors or by direct labour;

viii. Ensures that projects are carried out according to the agreed design and within the pre-established budget;

ix. Ensures that works are carried out to the required standards and completed within the set timeframes;

x. Liaises and coordinates with other entities and departments before and during the execution of projects;

xi. Ensures and enforces conduct, discipline, punctuality, and health and safety of the workers for whom he/she is responsible;

xii. Attends all necessary training to be able to carry out the duties assigned, and participates in research and other activities aimed towards the improvement of the operations of the Division;

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

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