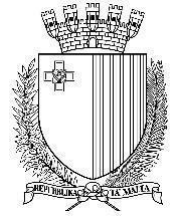


Anness A

Ministeru	<i>Ministeru għall-Ambjent, it-Tibdil fil-Klima u l-Ippjanar</i>
L-impjeg	<i>Technical Officer (Site Co-Ordination)</i>



MINISTERU GĦALL-AMBJENT,
IT-TIBDIL FIL-KLIMA U L-IPPJANAR

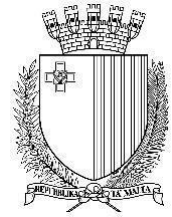
6, TRIQ HAL QORMI, SANTA VENERA, SVR 1301

Dmirijiet u responsabbiltajiet

- i. jimmotiva u jiggwida lill-impjegati sabiex jitwettaq kompletament u b'mod effiċjenti, b'sorveljanza assoluta tiegħu, kull xogħol afdat lilu skont l-istruzzjonijiet mogħtija lilu mis-Senior Technical Officer;
- ii. jikkordina mal-Assistant Technical Officer sabiex jassigura li x-xogħlijiet kollha jitwettqu skont l-ispeċifikazzjonijiet tal-istandards meħtieġa u l-perjodi ta' żmien mitluba;
- iii. jassigura l-effiċjenza sew fejn jidhlu haddiema u anki materjal użat, filwaqt li jara li ma jkunx hemm ħela żejda ta' kull ħaga oħra;
- iv. jissorvelja l-kwalita' u l-ispejjeż ta' kull xogħol li qed jitwettaq mill-haddiema taħt il-kariga tiegħu;
- v. jikkordina b'mod kontinwu mas-Senior Technical Officer fir-rigward tal-prijoritajiet tax-xogħlijiet;
- vi. iżomm mad-dettalji tekniċi u l-iskedi tax-xogħol u jassigura li d-dati mistennija tat-tlestija jiġu kkomunikati kif xieraq lil haddiema taħt il-kariga tiegħu;
- vii. jassigura li l-uffiċjali kollha taħt il-kariga tiegħu jsegwu l-Liġijiet u r-Regolamenti kollha dwar is-Saħħa u s-Sigurta' fuq il-post tax-xogħol;
- viii. iħejji, isegwi u jifhem id-Dokumentazzjoni tal-Offerti inklużi Abbozzi ta' Kwantitajiet u t-tpingijiet kkonċernati;
- ix. jassisti fit-tħejjija ta' programmi ta' manutenzjoni preventiva għall-impjant u t-tagħmir u jassumi responsabbiltà għall-implimentazzjoni tagħhom;
- x. jiżviluppa ħiliet godda permezz ta' taħriġ xieraq u jipprovdi għat-taħriġ tal-haddiema u għat-trasferiment tal-ħiliet u l-għarfien;
- xi. kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- xii. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permenenti Ewlieni.

Annex A

Ministry	<i>Ministry for the Environment, Climate Change and Planning</i>
Job title	<i>Technical Officer (Site Co-Ordination)</i>



MINISTRY FOR THE ENVIRONMENT,
CLIMATE CHANGE AND PLANNING

6, QORMI ROAD, SANTA VENERA, SVR1301

Duties and responsibilities

- i. motivates and guides employees to efficiently and properly complete all jobs entrusted to one's direct supervision as may be instructed by the Senior Technical Officer;
- ii. liaises with the Assistant Technical Officer to ensure that all works are carried out to the required standard specifications and time-frames;
- iii. ensures the efficient use of manpower and materials, maintaining idle time and wastage to a minimum;
- iv. monitors the quality and costings of each and every job being performed by subordinates;
- v. liaises continuously with the Senior Technical Officer as regards job priorities;
- vi. adheres to technical details and work schedules ensuring that expected completion dates are duly communicated to subordinates;
- vii. ensures that all officials under his/her charge follow all Occupational Health and Safety Laws and Regulations;
- viii. prepares, follows up on, and understanding Tender Documentation including Bills of Quantities and drawings;
- ix. assists in the drawing up of preventive maintenance programmes for plant and equipment and assumes responsibility for their implementation;
- x. develops new skills through appropriate training and provides for staff training and transfer of skills/knowledge;
- xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xii. Any other duties as directed by the Principal Permanent Secretary.