

Anness A

Ministeru	Ministeru għal Għawdex
L-impjieg	Tradesman/Senior Tradesman (Carpenter)



MINISTERU GĦAL GĦAWDEX
Pjazza San Franġisk, ir-Rabat Għawdex

Dmirijiet u responsabbiltajiet

- Jinterpreta scaled drawings, sketches ta' xogħol eċċ.;
- Jaħdem fuq il-bank tax-xogħol u/jew fuq magni u f' siti tal-kostruzzjoni;
- Jaqta' u jiffirma l-injam jew materjal magħmul minn injam, bil-magna jew bl-idejn skont kif meħtieġ;
- Jimmanifattura kull tip ta' għamara minn kull tip ta' njam inkluż twaħħil ta' kull tip ta' ironmongery, skont kif ikun meħtieġ. L-għamara mmanifatturata tista' tinkludi, imma mhux limitata għal skrivaniji, cabinets, racks, xkaffar u għamara li tintuża għal-landscaping;
- Iwettaq l-immanifatturar ta' kull tip ta' joinery minn kull tip ta' njam. Ix-xogħol jista' jinkludi, imma ma jkunx limitat għall-bibien, twieqi, xambrelli ta' bibien u twieqi, partitions, shutters u t-turġien magħmulin minn kull tipi ta' njam;
- Jesegwixxi xogħol ta' interzjar u restawr ta' xogħol fl-interzjar;
- Japplika trattament għall-injam (wood preservative treatment) u/jew żebgħa fuq għamara ġdida u xogħol ieħor ġdid ta' joinery;
- Iżarma u jarma għamara u xogħol ta' joinery eżistenti għal skop ta' ġarr u anke ġarr tal-istess għamara u xogħol ta' joinery minn post għal ieħor;
- Iwettaq manutenzjoni fuq għamara, fuq xogħol ta' joinery u l-ironmongery kollu relatat u kif ukoll xogħol ta' manutenzjoni fuq għodda fil-workshop, u tal-idejn;
- Jirrestawra kull tip ta' għamara, joinery u xogħol ieħor ta' mastrudaxxa f'kull tip ta' njam. Ix-xogħol ta' restawr jinkludi, imma mhux limitat għat-tneħħija ta' saffi eżistenti ta' żebgħa, l-applikazzjoni ta' trattament tal-injam (wood preservative treatment) u/jew żebgħa, it-tindif u/jew it-tiħiħ ta' oġġetti tal-injam, tiswija u/jew tibdil ta' partijiet tal-injam li jkunu tmermru jew inkissrin. Ix-xogħol ta' restawr jista' jkun estiż ukoll fuq elementi strutturali tal-injam bħal travi, trusses u l-bqija;
- Jaħdem bi prattiċi sikuri biex ikunu identifikati u evitati l-perikli u biex jiżgura s-saħħa u s-sigurta' fuq il-post tax-xogħol, kemm għalih. għall-ħaddiema l-oħra, kif ukoll għall-pubbliku;
- Juża makkinarju u tagħmir, fil-qadi ta' dmirijietu, li l-Management jipprovdi għat-twettiq ta' xogħlijiet;
- Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Gozo
Job title	Tradesman/Senior Tradesman (Carpenter)



Duties and responsibilities

- i. Interpretes scaled drawings, work sketches etc.;
- ii. Works hands on in workshop and/or on machines and/or in construction sites;
- iii. Cuts and shapes wood or wood composite material as required by hand or by machines;
- iv. Manufactures all kinds of furniture (including, though not limited to, desks, cabinets, racks, shelves and land scaping furniture) from all kinds of wood including fitting of all required ironmongery;
- v. Manufactures all kinds of joinery which may include, but shall not be limited to doors, windows, door and window frames, partitions, shutters, and stairs from all kinds of wood;
- vi. Executes inlay work and restoration of inlay work;
- vii. Apply wood preservative treatment and/or paint systems to new furniture and new joinery works;
- viii. Dismantles and assembles existing furniture and joinery for relocation purposes as well as the moving of the same furniture and joinery from one place to another;
- ix. Executes maintenance of work on furniture, joinery and all related ironmongery as well as maintenance work on workshop and/or hand held tools;
- x. Restores all kinds of furniture and all kinds of joinery in all kinds of wood. Restoration work may include, but is not limited to, the removal of existing paint layers, the application of wood treatment and/ or paint systems, the cleaning and/or consolidation of wooden objects, the repair and/or part replacement of deteriorated/damaged wooden sections etc. Restoration works may also be extended to cover structural wooden elements such as beams, trusses etc;
- xi. Carries out safe working practices to prevent and identify hazards and to ensure the safety of himself, workers and members of the public;
- xii. Makes use of equipment and machinery in the course of his duties which the management provides for the proper execution of work;
- xiii. Undertake any other tasks, which the superior may delegate to him/her, as may be required;
- xiv. Any other duties as directed by the Principal Permanent Secretary.