

# Anness A

<b>Ministeru</b>	Ministeru għal Ghawdex
<b>L-impjieg</b>	Senior Technical Officer (Quantity Surveyor)



MINISTERU GĦAL GHAWDEX  
Pjazza San Franġisk, ir-Rabat Ghawdex

## Dmirijiet u responsabbiltajiet

- i. Jassisti biex jiġi żgurat li jintlaħqu d-dati stipulati u li l-kwalita` tax-xogħol li jsir ikun ta' livell meħtieġ;
- ii. Jissorvelja kontinwament u regolarment il-progress ta' xogħol fuq proġetti li jkunu qegħdin isiru b'offerta u jirraporta ta' kuljum lill-perit inkarigat dwar progress ta' xoghlijiet kif ukoll jipprovdi kull ġimgħa rapport bil-miktub;
- iii. Jikkoordina x-xogħol mal-uffiċjali taħt ir-responsabilita` tiegħu u mal-pre contract teams u/jew mal-post contract teams tal-Quantity Surveying Unit;
- iv. Jagħti sehem sħiħ biex jitwaqqaf database b'kollaborazzjoni mal-Head Quantity Surveyor li jkopri rati u speċifikazzjonijiet standard;
- v. Jinterpreta deterioration mapping minn pjanti u jkollu għarfien ta' tipoloġiji ta' deterjorazzjoni u ta' interventi ta' manutenzjoni u restawr fuq il-lant;
- vi. Juża metodoloġiji u teknika fi proġetti ta' manutenzjoni u restawr ta' toroq u bini għall-preparazzjoni ta' bill of quantities u tenders;
- vii. Juża terminologija tal-arkittettura in ġenerali, partikolarment dik relatata ma' bini li jinkludi dak klassiku, fortifikazzjonijiet u oħrajn;
- viii. Jipprepara stimi ta' nfiq;
- ix. Ikejjel fuq il-lant proġetti esegwiti;
  - x. Jipprepara evalwazzjonijiet kull xahar għal interim payments;
  - xi. Jipprepara final accounts;
- xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry</b>	Ministry for Gozo
<b>Job title</b>	Senior Technical Officer (Quantity Surveyor)



## Duties and responsibilities

- i. Assists in ensuring that time frames are met and that the quality of work produced is up to the required standard;
- ii. Monitors continuously and regularly the progress of work on projects that are being tendered and reports daily on the progress of work to the Architect in charge and provide a written report every week ;
- iii. Coordinates works with his/her subordinates and coordinates work with the pre contract and/or post contract teams of the Quantity Surveying Unit;
- iv. Contributes to the setting up of a database in collaboration with the Head Quantity Surveyor covering standard rates and standard specifications;
- v. Interprets deterioration mapping from drawings and understands typologies of deterioration of maintenance and restoration interventions on site;
- vi. Uses methodologies and techniques in the maintenance and restoration of roads and buildings for drafting bills of quantities and tenders;
- vii. Uses general architectural terminology in particular as applied to classical buildings, fortifications and others;
- viii. Prepares budget estimates;
- ix. Measures on site executed projects ;
- x. Prepares monthly evaluations for interim payments;
- xi. Prepares final accounts;
- xii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xiii. Any other duties as directed by the Principal Permanent Secretary.