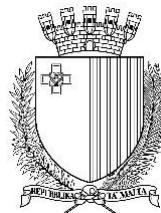


Anness A

Ministeru	Ministeru għat-Trasport, l-Infrastruttura u x-Xogħliljet Pubbliċi
L-impjieg	Technician (Construction Engineering)



MINISTERU GHAT-TRASPORT, L-INFRASTRUTTURA U X-XOGħLILJET PUBBLIĊI

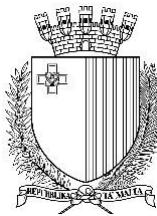
BLOKK H (ENT B), TRIQ ANTONIO MAURIZIO VALPERGA, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

- i Jifforma parti attiva minn tim professionali multi-dixxiplinarju li jiġi fdat bl- implementazzjoni ta' progetti assenjati lid-Dipartiment tax-Xogħliljet Pubbliċi;
- ii Jikkoordina ma' periti, inġiniera mekkaniċi, inġiniera elettriċi, *land surveyors* u personal tekniku fl-ippjanar, id-disinn u l-eżekuzzjoni ta' progetti;
- iii Jipprepara pjanti arkitettoniči u strutturali bl-użu ta' CAD u programmi ta' softwer oħra relatati;
- iv Jassisti fit-thejjija ta' dokumenti għall-offerti u jipparteċipa fil-processi u l-fażijiet kollha tas-sejħa, inkluż iservi bħala membru fuq kumitatit ta' evalwazzjoni fejn ikun meħtieġ;
- v Jikkoordina ma' *quantity surveyors* fit-thejjija ta' stimi fil-faži ta' qabel is-sejħa għall-offerti u fil-kejl fuq is-sit waqt il-faži ta' kostruzzjoni tal-progetti 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 ġaddiema tad-Dipartiment;
- viii Jiżgura li l-progetti jitwettqu skont id-disinn miftiehem u li l-baġit stabbilit minn qabel ma jinqabiż;
- ix Jiżgura li x-xogħliljet jitwettqu skont l-*standards* meħtieġa u jitlestew fil-perjodi ta' zmien stipulat;
- x Jikkollabora u jikkoordina ma' entitajiet u dipartimenti oħra qabel u waqt l-implementazzjoni ta' progetti;
- xi Jiżgura u jinforza l-imġieba, id-dixxiplina, il-puntwalità, u s-saħħha u s-sigurtà tal-ħaddiema li tagħhom huwa responsabbi;
- xii Jattendi għat-taħriġ neċċesarju biex ikun jista' jaqdi d-dmirijiet assenjati u jipparteċipa friċerka u attivitajiet oħra mmirati lejn it-titjib tal-operat tad-Dipartiment;
- xiii Iwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ; u
- xiv Iwettaq kwalunkwe dmir iehor kif ordnat mis-Segretarju Permanenti Ewljeni.

Annex A

Ministry	Ministry for Transport, Infrastructure and Public Works
Job Title	Technician (Construction Engineering)



MINISTRY FOR TRANSPORT, INFRASTRUCTURE AND PUBLIC WORKS
BLOCK H (ENT B), ANTONIO MAURIZIO VALPERGA STREET, FLORIANA, MALTA

Duties and responsibilities

- i Forms an active part of a multi-disciplinary team entrusted with the implementation of projects assigned to the Public Works Department;
- 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 architectural and structural 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 Department;
- xiii Undertakes any other tasks which the superior may delegate to him/her, as may be required; and
- xiv Undertakes any other duties as directed by the Principal Permanent Secretary.