

Ministeru	Turiżmu u Protezzjoni Tal-Konsumatur
L-impjieg	<i>Motor Transport Driver (Group III)</i>

Anness A



MINISTERU GHAT-TURIŻMU U PROTEZZJONI TAL-KONSUMATUR
DIVIŻJONI GHAT-TINDIF U MANUTENZJONI, 87, TRIQ HAL-TARXIEN, HAL-LUQA.

Dmirijiet u responsabbiltajiet

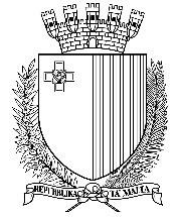
- i. Isuq, jagħmel manutenzjoni u jhaddem light vehicles (karożzi u vannijiet ta' massa li ma taqbiżx 3,500 kg);
- ii. Jiċċekkja l-vettura kuljum u jirrapporta ħsarat minnufih;
- iii. Iżomm il-vettura nadifa minn barra kif ukoll minn ġewwa;
- iv. Iżomm rekords tal-vjaġġi kollha fil-logbook u jiżgura li l-informazzjoni tkun ivverifikata u approvata;
- v. Iqassam korrisondenza u oġġetti ta' stores;
- vi. Jassisti fit-tagħbija u fil-ħatt skont il-bżonn;
- vii. Jiżgura li l-ispeedometer, milometer u gauges oħra jkunu qed jaħdmu kif suppost;
- viii. Jirrapporta aċċidenti, daqqiet jew ħsarat oħra skont il-proċedura, paritkolament kif stabbilit f'Taqsim 5 tal-Manual on Transport and Travel Policies and Procedures;
- ix. Ikun konformi mal-liġijiet, regolamenti u proċeduri stabbiliti tas-Saħħa u Sigurta;
- x. Jiżgura li l-karożzi jittieħdu għal service regolarment, skont struzzjonijiet mogħtija;
- xi. Fl-interess tal-flessibiltà, jista' jkun neċessarju wkoll li l-persuna maħtura jagħmel xogħol ta' haddiema oħra bl-istess paga, kemm waqt il-ħin normali tax-xogħol u kemm wara;
- xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Ministeru għat-Turiżmu u Protezzjoni tal-Konsumatur,

Diviżjoni għat-Tindif u Manutenzjoni, 87, Triq Hal-Tarxien, Hal-Luqa.
Telefon: 22897300

Ministry	Tourism and Consumer Protection
Job title	<i>Motor Transport Driver (Group III)</i>

Annex A



MINISTRY FOR TOURISM AND CONSUMER PROTECTION
CLEANSING AND MAINTENANCE DIVISION, 87, TARXIEN ROAD, LUQA.

Duties and responsibilities

- i. Drive, maintain and operate light vehicles (cars and vans of maximum mass not exceeding 3,500kg);
- ii. Make daily checks on the vehicle and report any damages immediately;
- iii. Clean the vehicles internally and externally regularly;
- iv. Keep records of all journeys in a logbook and ensure that necessary endorsements and information are in place;
- v. Deliver correspondence and storing items;
- vi. Assisting in loading and unloading when necessary;
- vii. Ensure that speedometer, milometer and other gauges are functioning properly;
- viii. Report accidents, dents and any other damages as per established procedure, in particular as detailed in the Manual on Transport and Travel Policies and Procedures Sub-Section 5;
- ix. Complying with established Health and Safety rules, regulations and procedures;
- x. Ensure that the vehicles are taken for servicing regularly, according to given instructions;
- xi. In the interest of flexibility, he/she may also be required to assist in work normally performed by other employees in the sme wage goup, both during normal and afer office hours;
- xii. Undertake any other tasks, which the superior may delagate to him/her, as may be required; and
- xiii. Any other duties as directed by the Principal Permanent Secretary.