Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport (MES)
L-impjieg	Quantity Surveyor

MINISTERU GĦALL-EDUKAZZJONI U L-ISPORT
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Quantity Surveyor jinkludu li:

i. Jippjana, jikkoordina u jimmonitorja programmi ta' manutenzjoni f'sit/s speċifiku/i li jaqgħu taħt l-MES, jiżgura li s-sit/s jinżammu fi stat tajjeb f'kull ħin, u jimminimizza t-tfixkil matul il-ħinijiet meta jkun hemm l-akbar fluss ta' viżitaturi;

ii. Jiżgura l-konformità mal-leġiżlazzjoni, ir-regoli u r-regolamenti rilevanti kollha, inklużi, iżda mhux limitati għal, dawk relatati mal-ambjent u s-saħħa u s-sigurtà;

iii. Jiżgura l-applikazzjoni tal-aħjar prattiki fil-ġestjoni tas-siti u jiżgura li l-kompiti ta' manutenzjoni jitwettqu fil-ħin kif meħtieġ;

iv. Jżomm rekords xierqa u jikkontribwixxi għat-tħejjija ta' stimi finanzjarji, pjanijiet tan-negozju, u rapporti annwali jew perjodiċi, inkluż l-identifikazzjoni ta' azzjonijiet meħtieġa;

v. Jfassal stimi baġitarji, iħejji dokumenti għall-offerti elettroniċi (e-tendering), inklużi l-kundizzjonijiet tal-kuntratt u jipprepara listi tal-kwantitajiet (bills of quantities) għal xogħlijiet, servizzi u provvisti kif meħtieġ;

vi. Jinterpreta tpinġijiet arkitettoniċi li jinkludu terminoloġija relatata ma' bini klassiku u fortifikazzjonijiet;

vii. Jfassal listi tal-kwantitajiet u sejħiet għall-offerti għal proġetti ta' bini u inġinerija ċivili, b'kontenut speċifiku relatat ma' metodoloġiji u tekniki ta' restawr u konservazzjoni;

viii. Jħejji evalwazzjonijiet ta' kull xahar għall-finijiet ta' ħlas;

ix. Jassisti fl-analiżi tal-prezzijiet għal ftehimiet mal-kuntratturi;

x. Jipprovdi appoġġ fl-iffinalizzar tal-kontijiet finali;

xi. Jagħmel kejl regolari fuq is-sit biex jippermetti t-tħejjija ta' valutazzjonijiet ta' kull xahar għal ħlasijiet interim;

xii. Jħejji kontijiet finali għal proġetti ta' bini u inġinerija ċivili ta' natura kumplessa;

xiii. Jkejjel xogħlijiet imwettqa fuq is-sit u juża softwer speċjalizzat għall-kejl tax-xogħol;

xiv. Jikkoordina x-xogħol matul il-fażi ta' qabel u/jew wara l-iffirmar tal-kuntratt;

xv. Jassisti fl-evalwazzjoni tal-offerti u fit-tfassil ta' rapporti tekniċi;

xvi. Jeżamina, jevalwa u jassisti fit-tħejjija ta' rapporti dwar talbiet (claims) imressqa mill-kuntratturi li huma barra mill-ambitu tal-kuntratt;

xvii. Jistabbilixxi standards ta' kwalità għax-xogħol, kemm fir-rigward tal-kwalità tal-eżekuzzjoni kif ukoll f'dak li għandu x'jaqsam mat-twettiq tax-xogħlijiet assenjati fil-ħin stipulat;

xviii. Jassisti lid-Direttur u lill-maniġer dirett fir-rigward tal-proċeduri tal-akkwist u l-ħruġ ta' fondi;

xix. Jmexxi r-riżorsi tas-sit, inklużi r-riżorsi umani, it-tagħmir u l-oġġetti tal-konsum, bl-aktar mod effettiv u effiċjenti;

xx. Jikkoordina l-ippjanar u l-implimentazzjoni ta' proġetti meħtieġa mill-Ministeru u mill-entitajiet, u jħejji stimi tal-ispejjeż tal-manutenzjoni;

xxi. Jipprovdi appoġġ fit-tħejjija ta' dokumenti ta' struzzjonijiet għall-konsulenti legali u, fejn ikun meħtieġ, jixhed quddiem il-Qrati f'każijiet ta' litigazzjoni;

xxii. Jwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;

xxiii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u

xxiv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Education and Sport (MES)
Job title	Quantity Surveyor

MINISTRY FOR EDUCATION AND SPORT

GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of Quantity Surveyor include:

i. Plans, coordinates and monitors maintenance programmes at specific site/s that fall under MES and ensures that the site/s is/are well-maintained at all times and minimises disruption during peak visiting times;

ii. Ensures compliance with all pertinent legislation, rules and regulations including, but not limited to, those relating to the environment and health and safety;

iii. Ensures the application of best practices in site management and ensures timely execution of maintenance tasks as required;

iv. Maintains proper records and contributes to the preparation of financial estimates, business plans, annual and term reports including identification of action required;

v. Draws up budgetary estimates, prepares e-tendering documents, including conditions of contract and prepares bills of quantities of works, services and supplies as required;

vi. Interprets architectural drawings which include terminology related to classical buildings and fortifications;

vii. Drafts bills of quantities and tenders for Building, Civil Engineering projects with specific content related to restoration and conservation methodologies and techniques;

viii. Prepares monthly evaluations for payments;

ix. Assists in analysing prices for agreements with contractors;

x. Provides support in the settlement of final accounts;

xi. Takes regular measurements on site to allow the preparation of monthly valuations for interim payments;

xii. Prepares final accounts for building and civil engineering projects of complex nature;

xiii. Measures on site executed projects and operates work measurement software;

xiv. Co-ordinates work during pre-contract and/or post-contract;

xv. Assists in evaluating tenders and drafting technical reports;

xvi. Checks, evaluates and assists in reporting on extra-contractual claims submitted by contractors;

xvii. Establishes quality standards in the work, in matters relating to quality of work and timely manner in execution of assigned works;

xviii. Assists the Director and line manager regarding procurement procedures and disbursement of funds;

xix. Manages site resources, including human resources, equipment and consumables, in the most effective and efficient manner;

xx. Coordinates the planning and implementation of projects required by the Ministry and entities and draws up estimates of maintenance costs;

xxi. Provides support in preparing briefs for legal counsel and gives evidence, as required, in Courts of Law in cases of litigation;

xxii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;

xxiii. Undertakes any other tasks, which the superior may delegate to him/her, as may be required; and

xxiv. Any other duties as directed by the Principal Permanent Secretary.