

JOB DESCRIPTION

Position: Professional Officer Architect
Classification: Professional Officer Architect
Unit: Water Services Corporation

1. BASIC FUNCTIONS

To assist and participate in the preparation of policies, strategies, designs and procedures relevant to the architecture and civil engineering works related to water and wastewater operations in Malta and Gozo and ensure implementation thereof in a timely and efficient manner.

Specifically, the job holder will be responsible for:

- All necessary design, preparation works related to architecture and civil engineering works relevant to the water and wastewater network infrastructure including treatment plants.
- The successful completion of all civil engineering works undertaken within the specific time frames and budgetary limits.
- The day-to-day administration work related to the section
- The operation and maintenance of the gravity and pressure sewer systems.
- All necessary maintenance and repair activities, including assets and buildings of the water and waste water infrastructure.
- To control the quality of water and wastewater in the network infrastructure

2. POSITION OBJECTIVES

To co-operate with other Corporation units to strike the most cost-effective balance between self-sufficiency on the one hand and centralisation of services and the degree of support required on the other.

To co-operate and liaise, as directed, with other organisations relevant to the work of the section and with the other units of the Corporation.

To ensure that all plants, buildings and other assets of the corporation under its control are properly installed, maintained and kept in good order and to undertake programmes of refurbishment of those assets which had fallen in disrepair, or are otherwise not suitable for present day use.

To identify how assets (plant and building) can be more profitably employed

To utilize Corporation's assets and capabilities to undertake work for third parties

To liaise with Local Councils in matters of common interest

To be conscious of the traditions of water and wastewater management in the Maltese Islands, and to safeguard old plant/assets which form part of the national heritage.

To provide data and information and to participate as required in future programmes of water and wastewater quality improvements, including the design and construction of the water and wastewater network infrastructure and treatment plants.

To develop a productive workforce that has the most interest and pride in accomplishing the above, and that is conscious of work ethics and the importance of health and safety

To ensure the proper conduct of the affairs of the section, including budget preparation and budgetary control.

To run the Section in the most cost-effective manner possible, constantly scrutinising activity costs and asset utilisation to identify possible savings.

To promote and participate in water and wastewater environmental protection programmes, and participate in developing applicable policies.

To develop and maintain constantly improving relationships with customers and third parties, develop a spirit of service to the community in all the activities of the Section

To develop a culture of customer service throughout the Section and to develop and maintain constantly improving relationships with customers and third parties as far as the activities of the Section is concerned

To participate actively in the investigation, training and consultancy efforts of the Corporation as undertaken by the Section and the IWT

To make the most efficient use of available resources to achieve the above

3. DUTIES

To manage and direct the activities of the staff of the Section to meet its objectives and targets in terms of performance, attendance, discipline, quality and customer relations.

To co-ordinate and develop policies, procedures and strategies required for the effective and efficient running of the section.

To participate in the preparation of annual work programmes and budgets of the Section, and to carry out the necessary budgetary control.

To authorise capital and recurrent expenditure for the Section as in its Budget according to cost-effective criteria.

To report to the Executive Director – New Water and TSS

To prepare monthly management reports to the Executive Director – New Water and TSS

To monitor the achievement or otherwise of the Section's "measures of performance" and work programmes and initiate necessary action to achieve required performance.

To follow Professional Development Programmes prescribed by the IWT

To carry out any other duty as may reasonably be directed by the Executive Director – New Water and TSS

4. ORGANISATIONAL RELATIONSHIPS

4.1 Structural

- Responsible to the Executive Director – New Water and TSS
- Follows directions from Executive Director – New Water and TSS
- Directs the activities of the Section

4.2 Authority

The Professional Officer (Architect) Pipelaying Projects has the authority to take any reasonable action consistent with position objectives and responsibilities and subject to any direction given by the Executive Director – New Water and TSS

4.3 Responsibility

The Professional Officer (Architect) is responsible for the satisfactory performance of all the above duties.

The prime responsibility of the position holder is to ensure all the necessary conditions for the provision of an efficient, cost-effective, customer-friendly and properly managed workforce

4.4 Accountability

The Professional Officer (Architect) is accountable for all the activities undertaken in the Section. The performance and effectiveness of the appointee will be gauged by considering the following:

- the achievement of target dates set in works programmes and agreed with the Executive Director – New Water and TSS
- the successful operation of the Section within budgetary constraints

- the degree of co-operation existing between the various Groups/Sections in the Section and with other Units of the Corporation
- within the constraints of the existing infrastructure, the degree of service provided to consumers
- The sensitivity to concepts of cost-effectiveness, environmental protection and water conservation.
- the degree of cost-effectiveness in producing results
- the participation with profit in Continuous Professional Development Programmes as directed by IWT
- initiative and innovative spirit shown
- quality of the work done

4.5 Supervision

The Professional Officer (Architect) Pipelaying Projects will receive directives from the Manager – Pipe Laying in terms of broad outlines. He/She will likewise provide general direction to the staff so as to ensure that all necessary tasks are carried out.

5. QUALIFICATIONS

The applicants must be in possession of a degree in Architecture / Civil Engineering before the end of 2019, preferably with a sound technical background in the field of trenching works for water and waste water networks and acquire a warrant thereafter. A Master's Degree in Architecture/Civil Engineering will be considered as an asset. Although work experience is not mandatory, a strong aptitude and a flair for management will be key traits sought during the interviewing process.

6. EXPERIENCE

Applicants should preferably have substantial experience in a trenching environment, preferably familiar with the workings of the Water Services Corporation. Experience related to successfully managing, controlling and supervising the activities of staff will be given credit.