

**INDIS MALTA**

**Job Description**

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| **Position Title:** | **Works Officer** |
| **Reports to:** | Chief Technical Officer |
| **Pay Grade:** | Grade 5 (Executive I) |
| **Division Department:** | **Technical Office** |
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| **Job Summary** |
| The Works Officer will be responsible for regular inspection visits within industrial estates and other industrial property in Malta and Gozo falling under the remit of INDIS Malta Ltd, with the aim of reporting on their state and also the monitoring of ongoing infrastructure works. The Works Officer will also interface with service providers and contractors to ensure that the requirements of INDIS Malta Ltd are provided as required and in the most cost effective manner and that works are implemented within the relevant budgets, specifications, timescales and established criteria. |
| **Description of main tasks** |
| **Duties*** Carries out surveillance and inspection duties within INDIS Malta industrial estates and other industrial property in to check on state of repair, upkeep and reporting on vacant properties in general.
* Conducts spot checks as required related to the upgrading, repair work, and other infrastructure upgrades within the Industrial Estates.
* Compiles the necessary information to be able to monitor progress on the above and ensure that works are carried out.
* Prepares reports on the findings for the Chief Technical Officer or other designated person.
* Carries out regular on-site inspection at diverse projects being handled by INDIS Malta Ltd as directed to ensure project specifications are met.
* Undertakes routine inspections to ensure the proper maintenance of INDIS Malta industrial property.
* Handles on site meetings, surveying of work-in-progress and coordinates with contractors and INDIS Malta tenants to ensure that concerns and issues are resolved.
* Ensures continuous and effective communication and coordination on infr*a*structural projects be*t*ween all disciplines and parties involved.
* Assists other Technical persons in the preparation of technical documentation as directed.
* Other general duties as necessary or as assigned and which may be required from time to time.
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| **Self-Improvement*** Keeps up to date with new trends, instruments and methodologies in relation to her role and that could potentially impact on INDIS Malta Ltd goals, objectives and efficiency in this regard.
* Keeps up to date with the latest developments within INDIS Malta Ltd.
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| **Supervision Received*** Reports directly as necessary and depending on the nature of the task to the Chief Technical Officer and/or any other designated person/s.
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| **Working Conditions*** May be required to work outside office hours in crisis situations and/or to meet deadlines.
* On-site visits in Malta and Gozo are required.
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| **Qualifications/Experience/Skills** |
| **Qualifications** |  |
| O-level certification or relevant qualification in technical or industrial subjects (MFQ level 3 or higher) | Mandatory |
| **Experience** |  |
| At least one (1) year experience in a technical or industrial environment | Mandatory |
| **Skills** |  |
| High technical skills and competencies. | High |
| Good written and verbal communication in English and Maltese. | High |
| Ability to show initiative and work with minimum supervision. | High |
| Ability to multi-task under tight deadlines. | High |
| Attention to detail and accuracy. | High |
| Drafting skills. | High |
| Analytical, evaluative and problem-solving abilities. | High |
| **Others** |  |
| Driving licence  | Mandatory |

Disclaimer: This job description defines the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities, knowledge, etc. These are subject to change as needed by Management.