

<b>Position Description</b>			
<b>Title:</b>	<b>Services Engineer</b>	ETC 57/2010; MPO/259/2005/19	
<b>Office:</b>	<b>Office of Property Management</b>		
<b>Unit:</b>	Planning and Design Services	<b>Relativity:</b>	<b>4</b>
<b>Responsible to:</b>	Head, Planning and Design Services		

### **Overall Purpose of Position**

The Services Engineer provides professional technical support to the activities of Malta Enterprise (including Malta Industrial Parks Ltd) with regards to interfacing with utilities and other infrastructure services providers to ensure that the requirements of Malta Enterprise and Malta Industrial Parks Ltd for utility and infrastructure services are provided on plan and in the most cost effective manner.

### **Main Responsibilities**

#### **Plans and Objectives**

- To ensure that all utility and infrastructure services and works required by Malta Enterprise are provided by the utility and infrastructure carriers to the highest standards and within the relevant budgets, timescales and that they meet the appropriate design, legal and environmental stipulations.

#### **Duties**

- Assists the Head, Planning and Design Services Unit in the formulation, development and implementation of policies and procedures pertaining to utility and infrastructure services.
- Undertakes environmental impact, feasibility and other related studies to assess the utility and infrastructure services required.
- Assesses, plans, and designs the utility and infrastructure services required, applying knowledge of design, auxiliaries, zoning and specific utility and infrastructure codes et al.
- Manages all interactions on behalf of Malta Enterprise and its tenants with the utility and infrastructure services carriers.
- Seeks to establish service level agreements with the utility and infrastructure services carriers.
- Networks within the Planning and Design Services Unit as well with other Offices and business functions within Malta Enterprise to ensure that planning for utility and infrastructural services is integrated holistically within the design and executive of construction / refurbishment related projects.
- Promotes the application of Green technology and alternative technologies in order to meet the Energy Efficiency in Buildings Directive as well as to promulgate energy efficient buildings with specific regard to utility and infrastructural services.

- Produces detailed technical drawings through which timing, materials, costings and other factors related to utility and infrastructural services are established and planned.
- Works closely with, and provides technical guidance to draughtspersons, surveyors and other relevant professionals on matters relating to utility and infrastructural services.
- Prepares and presents design proposals for utility and infrastructural services to the Head, Planning and Design Services Unit for review and approval.
- Prepares and presents technical documents that relate to permits and planning and development consent from the Malta Environmental Planning Authority and other relevant bodies.
- Advises and participates in the preparation and evaluation of tenders and the preparation and certification of Bills of Quantities related to utility and infrastructural services.
- Certifies payment vouchers for completed works and ensures that these are according to tender specifications and conditions.
- Manages within parameters as delegated contractual and payment variations.
- Carries out regular site visits to check on progress of utility and infrastructural services implementation and ensures that these are running within the agreed budgets, timescales and established criteria.
- Ensures that all utility and infrastructural services works are in compliance with the relevant local and European Union Health and Safety regulations.
- Proactively identifies, communicates, mitigates and resolves project / stakeholder-related issues.
- Ensures continuous and effective communication and coordination on projects between all disciplines and parties involved.
- Advises and guides the Head, Planning and Design Services Unit on utility and infrastructural services related issues and concerns.
- Provides line management and supervision to staff assigned to his or her responsibility.
- Attends briefings and meetings as necessary.
- Prepares and presents reports and other documentation to senior executives as requested.

### **Consultation**

- Consults with the Head, Planning and Design Services Unit in resolving issues and problems which are of a sensitive nature and / or of a strategic importance.
- Coordination and communication with the relevant contractors, tenants and other project stakeholders.
- Consults and communicates with other internal and external stakeholders as necessary.

### **Self-Improvement**

- Keeps up to date with the latest tools, methodologies and legislation related to architecture, planning and development, construction and other related areas.
- Keeps up to date with the latest developments within Malta Enterprise.

### Other

- Performs any other job related duties as necessary or as assigned.

### Supervision Received

- Direct supervision and guidance from the Head, Planning and Design Services Unit.

### Working Conditions

- Requested to work outside office hours to meet deadlines and / or in crises situations.
- Site visits will be required from time to time.

### Skills / Knowledge / Experience

#### Skills

Computer literacy.	High
Drafting skills.	High
Written and verbal communication skills.	High
Interpersonal and presentation skills.	High
Leadership skills.	Medium
Negotiation skills.	Medium
Organisation and planning skills.	High
Analytical, evaluative and problem-solving abilities.	High
Attention to detail and accuracy.	High
Creative ability.	High
Self-motivated and shows initiative.	High
Able to multi-task under tight deadlines.	High

#### Knowledge

Tertiary qualification in Engineering or equivalent.	Mandatory
Recognised warrant in Engineering.	Mandatory
Knowledge of principles, tools, methodologies and practices relating to utility and infrastructural services.	Mandatory
Knowledge of drafting related technical drawings and documents.	Mandatory
Knowledge of related local and European Union legislation and regulations in relation to utility and infrastructural services.	Mandatory

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Time: 1600hrs

### Experience

Minimum 4 years experience in a similar environment.	Mandatory
Proven experience in participating in building / renovation projects.	Mandatory

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