

INDIS MALTA LTD

Job Description



Position Title:	Professional Officer I (Services Engineer)
Reports to:	Chief Technical Officer and/or any other designated person
Pay Grade:	IRU 5
Department:	Technical Department

Job Summary

The Services Engineer provides professional technical support to the activities of INDIS Malta Ltd with regards to interfacing with utilities and other infrastructure services providers to ensure that the requirements of INDIS for utility and infrastructure services are provided on plan and in the most cost-effective manner. The required candidate should have a solid background in Electrical Engineering or Mechanical Engineering or a related background which may be considered relevant for this post, as well as the Warrant to practice the profession of engineer.

Description of main tasks

- Assists the Technical Department 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.
- 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.
- Manages all interactions on behalf of INDIS and its tenants with the utility and infrastructure services carriers.
- Produces detailed technical drawings through which timing, materials, costings, and other factors related to utility and infrastructural services are established and planned.
- Prepares and presents design proposals for utility and infrastructural services to the Chief Technical Officer or his delegate for review and approval.
- Prepares and presents technical documents that relate to permits, planning and development consent from the 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.
- Seeks to establish service level agreements with the utility and infrastructure services carriers.
- Networks with all other Departments and Units and business functions within INDIS 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 improve the energy performance of buildings as required by the relevant EU legislative framework.
- Works closely with, and provides technical guidance to draughtspersons, surveyors and other relevant professionals on matters relating 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.
- Advice and guides the Chief Technical Officer (CTO) or his delegate 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 Project Leader and/or CTO or any other designated person in all matters.
- Coordinates and communicates with the relevant contractors, tenants, and other project stakeholders following consultation with the project leader and/or CTO or any other designated person.
- Coordinates and communicates with internal and external stakeholders as directed.

Self-Improvement

- Keeps up to date with latest tools, regulations, related tools, and methodologies applicable to the role.
- Keeps up to date with all policies to construction and planning, and related areas.
- Keeps up to date with company policies and operating procedures which may come into force from time to time.

Supervision Received

- Works under the direct supervision and guidance of the CTO, or Project Leader and/or any designated person as necessary related to the ongoing project/s or works.

Working Conditions

- May be required to work outside office hours to meet deadlines.
- Will be required to undertake site visits and work both in Malta and Gozo as necessary.
- May be assigned duties on more than one project/works simultaneously.

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.