

JOB DESCRIPTION

Job Title	Engineer Onshore Power Supply Plants and Ancillary Equipment and Installations
Grade	Director
Salary Range	Negotiable
Directorate	Ports and Yachting
Report To	Chief Officer PYD / Harbour Master Deputy Chief Officer PYD / Deputy Harbour Master
Direct Subordinates	According to the exigencies of the service

MAIN JOB PURPOSE

Overall responsibility of the Onshore Power Supply (OPS) Project in the Grand Harbour.

MAIN DUTIES & RESPONSIBILITIES

Key Responsibilities	Key Elements
Core Functions	<ol style="list-style-type: none"> 1. To take over and manage the Onshore Power Supply (OPS) Project in the Grand Harbour. 2. Overall responsible for managing OPS installations in the various locations and related support equipment and facilities. 3. Manage and supervise provision of OPS to ships including ship-shore interface. 4. Manage related support and service agreements with external contractors/service providers. 5. To develop and maintain Standard Operating Procedures (SOPs). 6. To develop Customer Service Standards. 7. To engage with clients and prospective clients to ensure that service level is achieved. 8. Implement a periodical and preventive maintenance programme.

Key Responsibilities	Key Elements
	<p>9. Oversee the implementation of new technology.</p> <p>10. Ensure that all initiatives are sustainable and effective.</p> <p>11. Manage the procurement of external supply and support services according to public procurement regulations, local legislation and the Authority's own internal procedures.</p> <p>12. Ensure that the assigned tasks are carried out according to the Authority's procedures and as per contractual obligations, be solution-oriented and demonstrate a "can do" attitude" across the whole process particularly when facing difficult challenges.</p> <p>13. Manage the design of the electrical and electronic infrastructure in accordance with established design parameters including drawings, specifications and contract documentation to meet safety requirements and serviceability.</p> <p>14. To oversee the respective works to ensure that specifications are met and payments can be made to meet contractual obligations.</p> <p>15. To prepare estimates for the works and monitor and review costs and endorse final account for authorization.</p> <p>16. To set up and maintain appropriate maintenance systems.</p> <p>17. To respond verbally and in writing to enquiries from the public, contractors and statutory bodies and other stake holders to meet the Authority's aims and objectives.</p> <p>18. To draw-up reports, as required.</p> <p>19. To work with Suppliers, other Directorates in the Authority, Local Councils, Police, Services Utilities Companies, MEPA and other Government Departments to ensure that the OPS Project delivers best value on a whole life basis, and maximizes benefits to customers, both during delivery, and following completion.</p> <p>20. To participate in skills gaps analysis to identify key areas of project management that need to be developed and ensure skills are successfully transferred to team members and colleagues.</p> <p>21. To keep abreast of developments relating to OPS.</p> <p>22. To follow and provide advice and recommendations relating to the transposition and practical implementation of legal</p>

Key Responsibilities	Key Elements
	provisions relating to OPS and Alternative Fuels.
Team Leadership and Management	<ol style="list-style-type: none"> 1. To set clear goals, attainable tasks, and objectives and carry out personnel development reviews in line with internal policies. 2. To ensure that assigned team/s maintain/s consistent and constant performance through adequate reporting. 3. To carry out disciplinary meetings and take measures, as required, in accordance with the Authority's policies. 4. To be responsible for the day-to-day leadership, management and support of the assigned team. 5. To work with the other members of the team to achieve set tasks and objectives. 6. To identify areas where team members require assistance and training. 7. To help develop project management skills and promote teamwork across the project manager resource pool.
Quality Assurance	<ol style="list-style-type: none"> 1. To ensure that all policies and procedures including quality assurance standards are adhered to. 2. To assist with the documentation of policies and procedures and recommend any changes that may be required from time to time. 3. To ensure quality of service throughout.
External/Third Party Management	<ol style="list-style-type: none"> 1. To coordinate with third parties as required or as related to own area of responsibility. 2. To oversee any subcontracted services within own area of responsibility.
General Operations	<ol style="list-style-type: none"> 1. To understand the targets of the project in its entirety and how these contribute to the success of the organization. 2. To meet own and team targets. 3. To make suggestions to improve quality and effectiveness of the operations for the projects team.
Organisation and Administration	<ol style="list-style-type: none"> 1. To keep superior/s and other officials informed about related issues and developments thus enabling timely intervention and support. 2. To compile detailed reports, estimates and programs as necessary or required.

Key Responsibilities	Key Elements
	3. To assist superior/s with coordination, control and organisation of projects / assignments as necessary. 4. To carry out other related and reasonable duties as required by Transport Malta exigencies.

Tasks and duties of the job holder are not limited to the above listed and employee may be required to assist other employees/departments or requested to perform other/different duties from time to time as the need may be.

Key Decision Making Areas
<ul style="list-style-type: none"> • Best Technology for requirements at hand • Procurement strategy for capital investment • Capital equipment specifications • Maintenance set-up • Procurement tools to meet target maintenance set-up • Contractor performance • Team training requirements • Team and team member' performance • Issues to be raised with Top Management • To research and keep abreast of current and emerging (future) technological developments

Key Performance Indicators (KPIs)
<ul style="list-style-type: none"> • Cost effective use of allocated budget • Effective allocation of resources • Quality service • Customer satisfaction • Staff motivation • Increase in use of service • Business continuity

PERSON SPECIFICATIONS - *The qualifications, experience, skills and other attributes required by the job holder.*

- **Qualifications**

- Bachelor's Degree in Electrical / Electronic Engineering + warrant.
- Being in possession of a valid Enemalta Electrical License A/B will be considered an asset.

- **Experience**

- 3 years experience in the handling and overseeing of works of a similar nature

- **Skills**

- Computer skills (Microsoft Office Applications).
- Fluent in spoken and written Maltese and English.
- Have strong organisation, leadership and inter-personal and communication skills.
- Possess a good level of project management experience.