SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Agriculture & Natural Resources and the Environment

Post: Workshop Supervisor

Salary:

Effective Date: 11th December, 1975

Qualifications: By promotion of an officer from the grade (in the order given) of Foreman or Chief Tradesman or Tradesman having passed the second Qualification Bar in his salary scale who:

(a) possesses at least the Primary School Leaving Certificate; or an alternative qualification acceptable to the Public Service Commission;

(b) is able to control and supervise staff working in a large workshop; and,

(c) is able to read and write English.

Experience of simple Stores and Finance procedure will be an advantage.

Duties:

1. To be in charge of the Automotive, Mechanical and Carpentry Sections of the Workshop.

2. To be responsible for:

   (a) the distribution of work to all Workmen employed in the workshop;

   (b) the proper execution and control of the work; and,

   (c) the safe keeping, use and maintenance of all tools and machinery used in the workshop.

3. To prepare all estimates of works and to keep a progress report on the work done.

4. To perform other cognate duties.

CERTIFIED CORRECT

for Establishment Secretary

11 DEC 1975

Date: ........................................