

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

Department: Civil Aviation

Post: Maintenance Superintendent

Salary: Rs 39,575 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (22 070 081)

Effective Date: 21 February 2017

Qualifications: By promotion, on the basis of experience and merit, of an officer in the grade of Station Officer who reckons at least two years' service in a substantive capacity in the grade and who –

- (i) possesses good leadership, managerial and organising skills;
- (ii) possesses strong interpersonal and communication skills; and
- (iii) is able to meet deadlines.

Role and Responsibilities: To be responsible for the smooth running of the overall activities of the technical sections (Communication, Navigation and Surveillance/Electrical/Mechanical) and stations of the Department.

- Duties:**
1. To ensure that all equipment of the Communication, Navigation and Surveillance, Electrical and Mechanical sections are properly maintained and are operational to meet the agreed standards.
 2. To be responsible for –
 - (i) the maintenance of buildings and building services;
 - (ii) the management of the fleet of vehicles of the whole Department; and
 - (iii) the overall supervision of drivers.
 3. To examine reports received from subordinates and to take appropriate action.

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

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4. To liaise with other Government departments and/or organisations such as the Central Electricity Board, the Central Water Authority and the Mauritius Telecom, for appropriate repairs to infrastructure and services.
5. To make special arrangements for the smooth running of the stations during cyclones and emergencies and ensure that adequate measures are taken to safeguard buildings, equipment and plants.
6. To use ICT in the performance of his duties.
7. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Maintenance Superintendent in the roles ascribed to him.

Note

1. The Maintenance Superintendent may be required to work outside normal working hours including at night, on Saturdays, Sundays, Public Holidays and officially declared cyclone days and during emergencies.
2. The Maintenance Superintendent may be required to follow such theoretical, practical or on-the-job training courses, as may be approved and arranged by the Department.
3. The Maintenance Superintendent may be sent on assignment to Rodrigues or any of the Outer Islands of the Republic of Mauritius.

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