

GOVERNMENT OF MAURITIUS

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

Ministry: Public Infrastructure, National Development Unit, Land Transport and Shipping (Public Infrastructure Division)

Post: Workshop Supervisor

Salary: Rs 16,600 x 600 – 22,000 (25 40 49)

Effective Date: 9 March 2012

- Qualifications:**
1. **For Mechanical Workshop**
 - A. By selection from among employees in the grades of Foreman, Chief Locksmith, Chief Blacksmith, Chief Turner and Machinist, Chief Welder and Chief Fitter who are working or have worked in the Mechanical Workshop.
 - B. Candidates should -
 - (i) possess supervisory skills;
 - (ii) be conversant with administrative, finance and procurement and supply procedures; and
 - (iii) be able to write simple technical reports and to read engineering drawings.

NOTE

In the absence of qualified employees mentioned at 1A above, by selection from among other employees in the Tradesman Class who are working or have worked in the Mechanical Workshop and who -

- (i) reckon at least 10 years' service in a permanent and pensionable capacity in their respective grade;
- (ii) have good practical experience of the work carried out in the Mechanical Workshop;
- (iii) show proof of being literate; and
- (iv) satisfy the requirements at 1B above.

2/...



CERTIFIED CORRECT

[Signature]
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date..... - 9 MAR 2012

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

-2-

2. For Automotive Workshop

- A. By selection from among employees in the grades of Foreman and Chief Motor/Diesel Mechanic who are working or have worked in the Automotive Workshop and who have good practical experience in -
- (i) the repair and maintenance of all types of vehicles (petrol and diesel), plants and mechanical equipment; and
 - (ii) the use of overhaul and adjustments of fuel injection equipment and Diesel Test Bench.
- B. Candidates should -
- (i) possess supervisory skills; and
 - (ii) be conversant with administrative, finance and procurement and supply procedures.

NOTE

In the absence of qualified employees mentioned at 2A above, by selection from among other employees in the Tradesman Class who are working or have worked in the Automotive Workshop and who -

- (i) reckon at least 10 years' service in a permanent and pensionable capacity in their respective grade;
- (ii) have good practical experience of the work carried out in the Automotive Workshop;
- (iii) show proof of being literate; and
- (iv) satisfy the requirements at 2B above.

Candidates should produce written evidence of experience claimed.

3/...



CERTIFIED CORRECT

[Signature]
.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date..... - 9 MAR 2012

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

-3-

Duties:

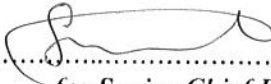
1. For Mechanical Workshop

1. To be responsible for the management of the workshop.
2. To ensure that the quality and output of work are of required standard and the works are dealt with promptly.
3. To supervise and provide guidance to workers under his responsibility.
4. To ensure that an appropriate record system is kept for -
 - (i) repairs effected;
 - (ii) progress of works;
 - (iii) spare parts and materials used;
 - (iv) job and time allocation of each operation;
 - (v) estimates of work and time allocation; and
 - (vi) job cards and tally cards.
5. To prepare estimates of costs and to submit progress reports.
6. To control indenting of materials and be responsible for safe keeping of all store forms and materials delivered.
7. To ensure that all safety measures and precautions are brought to the attention of workers.
8. To be responsible for safe keeping, maintenance and proper use of all tools, plants and equipment in the workshop.
9. 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 Workshop Supervisor in the roles ascribed to him.

4/...



CERTIFIED CORRECT


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

Date..... **9 MAR 2012**

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

-4-

2. For Automotive Workshop

1. To be responsible for the management of the workshop.
2. To ensure that the quality and output of work are of required standard and the works are dealt with promptly.
3. To supervise and provide guidance to workers under his responsibility.
4. To ensure that an appropriate records system is kept for -
 - (i) vehicles referred to the workshop;
 - (ii) repairs to be effected, spare parts and materials used;
 - (iii) estimates of work and time allocation; and
 - (iv) progress of works.
5. To prepare estimates of costs and to submit progress reports.
6. To ensure availability of spare parts and other materials currently in use in the workshop.
7. To be responsible for safe keeping, maintenance and proper use of all tools, plants and equipment in the workshop.
8. To ensure that all safety measures and precautions are brought to the attention of workers.
9. 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 Workshop Supervisor in the roles ascribed to him.



CERTIFIED CORRECT


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

Date..... - 9 MAR. 2012