

GOVERNMENT OF MAURITIUS

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

- Ministry:** Youth and Sports
- Post:** Maintenance Supervisor
- Salary:** Rs 18,125 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 30,575 (09 40 58)
- Effective Date:** 15 October 2014
- Qualifications:**
  - A. By promotion, on the basis of experience and merit, of employees in the grade of Foreman of the Ministry who reckon at least three years' service in a substantive capacity in the grade.
  - B. Candidates should –
    - (i) possess good communication and interpersonal skills; and
    - (ii) have the ability to lead, supervise and motivate a team of workers.
- Duties:**
  - 1. To supervise, co-ordinate and control the work of Foremen, Field Supervisors and Tradesmen.
  - 2. To co-ordinate with relevant authorities for the maintenance/repair works of Youth and Sports infrastructure.
  - 3. To be responsible for –
    - (a) keeping time books, progress books and site record books where necessary;
    - (b) the submission of weekly workplans of Foremen and Field Supervisors;
    - (c) the preparation of bills, paysheets and monthly returns, including returns of attendance; and
    - (d) taking such measures, as may be necessary for the safety of workers and the public on sites of work.

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CERTIFIED CORRECT

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

15 October 2014

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4. To carry out detailed surveys in connection with maintenance/repair works.
5. To give assistance in the estimation of quantity of materials and their procurement.
6. To make arrangements for keeping of proper records of receipts and issue of tools and materials.
7. To arrange for the timely provision of materials and to ensure their judicious use.
8. To provide guidance and technical advice to workers on sites of work.
9. To effect site visits on working days and report any inconsistencies.
10. To ensure the proper keeping of inventory of tools, equipment and materials.
11. To process applications for leave in respect of workers under his supervision and refer them for approval.
12. 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 Supervisor in the roles ascribed to him.



**CERTIFIED CORRECT**

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

15 October 2014

Date.....