

GOVERNMENT OF MAURITIUS

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

Department: Government Printing

Post: Senior Printer's Mechanic (on roster)

Salary: Rs 19,200 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 36,200 (16 043 067)

Effective Date: 29 October 2020

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Printer's Mechanic (on roster) who reckon at least two years' service in a substantive capacity in the grade.

Role and Responsibilities: To ensure that the facilities, layout and machinery used by the Department run to their maximum efficiency and output.

- Duties:**
1. To head the Maintenance Unit.
 2. To repair and maintain in good running conditions machineries including air compressors and related equipment of the Department.
 3. To sharpen guillotine blades and install them on guillotines.
 4. To be responsible for tool kits, lubricants and any other equipment under his charge which are required for the maintenance and to keep a record of such equipment and materials in a register.
 5. To develop and implement maintenance procedures, effect checks and maintain records accordingly.
 6. To plan and keep records of all interventions and maintenance per machine.
 7. To distribute tasks and plan the work of staff working under his supervision.
 8. To advise Management and monitor on the process of installation of new machinery, moving of equipment, repair or purchase of spare parts and consumables, after liaising with stakeholders.
 9. To report to Management major shortcomings with regard to machines and repairs.

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CERTIFIED CORRECT

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D. Gowry
D Gowry (Mrs)
for Secretary for Public Service

29 October 2020

Date.....



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-2-

10. To use ICT in the performance of his duties.
11. 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 Senior Printer's Mechanic (on roster) in the roles ascribed to him.

Note

Senior Printer's Mechanics (on roster) will be required to work according to a plan specifying the commencing times and finishing times of turns of duty which include night duty or not.



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D Gowry (Mrs)
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