

Scheme of Service Specified Under Regulation 15 of the
Public Service Commission Regulations, 1967

Department: Civil Aviation

Post: Foreman

RS 5450 x 150 - 5600 x 200 - 6800 (MGT 6)

Salary: ~~Rs 4,000 x 125 - 4,625 (MGT 10)~~

Effective Date: 19 April, 1993

Qualifications: By promotion, on the basis of experience and merit, of
Tradesmen who'-

- (a) possess the Certificate of Primary Education
- (b) have had at least eight years' service as Tradesman in an established post
- (c) have a good general knowledge of the work performed by the category/categories of workers in the appropriate trade/s and
- (d) are able to control, organise and discipline workers.

Candidates not satisfying the conditions at

- (a) may be considered for promotion if they show proof of being literate.

Duties: (A) Civil Engineering Works Section

- 1. To be responsible to the Civil Engineer or such other officer appointed to be in charge of the section.
- 2. To organise the work to be performed by the workers in the civil works maintenance unit of the Department.
- 3. To supervise the performance of the work.
- 4. To issue instructions in clear terms.
- 5. To control and discipline workers.

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CERTIFIED CORRECT

J. J. Carant
.....
for Permanent Secretary

21 APR 1993

Date.....



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6. To assist in costing operations and preparing estimates.
7. To write simple technical reports in English and French.
8. To arrange for the issue of materials and tools to workers.
9. To keep a record book of materials and tools and to exercise control on their utilisation and proper maintenance.
10. To keep an inventory of the loose tools issued to the workers under his supervision and arrange for the security of unused materials on the sites of work.
11. To prepare time-sheets and check attendance of staff under his control.
12. To transmit to the officer-in-charge all applications for leave of absence received from the workers and report grievances.
13. To perform such cognate duties as may be assigned.

(B) Mechanical Engineering Works Section

1. To be responsible to the chief Technician (Mechanical) Principal Technician (Mechanical) or such other officer appointed to be in charge of the Section for carrying out the day-to-day maintenance of:-
 - (i) transport and fire vehicles and appliances;
 - (ii) standby diesel power generating plant;
 - (iii) the mechanical assemblies of air conditioning plant; and
 - (iv) any other fixed and mobile mechanical plant and installation used by the Department.

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2. To carry out such inspection as is necessary on the appliances and plant for which responsibility has been assigned with a view to determining their serviceability and safety, and to make such arrangements as are necessary for their maintenance.
3. To organise the work to be performed by the staff of his section.
4. To carry out such installation and maintenance duties as are in his competence and at such sites as directed by the Chief Technician (Mechanical), Principal Technician (Mechanical) or such other officer appointed to be in charge of the Section.
5. To arrange for the issue of necessary tools and stores to his section and to exercise control on their utilisation and maintenance.
6. To keep records, check attendance of staff under his control, and to report on personnel, equipment and installations as and when required.
7. To perform such cognate duties as may be assigned.

(C) Electrical Works Section

1. To be responsible to the Chief Technician (Electrical), Principal Technician (Electrical) or such other officer appointed to be in charge of the Section for carrying out the day-to-day maintenance of:-
 - (i) electrical installations;
 - (ii) standby electrical power generating plant;
 - (iii) the electrical assemblies of air conditioning plant; and
 - (iv) such other fixed and mobile plant and electrical installations as are within his competence.
2. To carry out such inspection as is necessary on the appliances and plant for which responsibility has been assigned with a view to determining their serviceability and safety, and to make such arrangements as are necessary for their maintenance.

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J. J. J.
for Permanent Secretary

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3. To organise the work to be performed by the staff of his section.
4. To carry out such installations and maintenance duties as are in his competence and at such sites as directed by the Chief Technician (Electrical), Principal Technician (Electrical) or such other officer appointed to be in charge of the Section.
5. To arrange for the issue of necessary tools and stores to his section and to exercise control on their utilisation and maintenance.
6. To keep records, check attendance of staff under his control, and to report on personnel, equipment and installations as and when required.
7. To perform such cognate duties as may be assigned.

(D) Rigger Masts, Towers and Aerial Works Section

1. To be responsible to the Chief Technician (Aeronautical Communication), Principal Technician (Aeronautical Communication) or such other officer appointed to be in charge of the Section for carrying out the day-to-day maintenance of:-
 - (i) masts, towers and aerials;
 - (ii) such other fixed and mobile plant and installations used for the maintenance of masts, towers and aerials as are within his competence.
2. To carry out such inspection as is necessary on the appliances and plant for which responsibility has been assigned with a view to determining their serviceability and safety, and to make such arrangements as are necessary for their maintenance.
3. To organise the work to be performed by the staff in his section.

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for Permanent Secretary

Date..... 27 APR 1993



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4. To carry out such installation and maintenance duties as are in his competence and at such sites as directed by the Chief Technician (Aeronautical Communications), Principal Technician (Aeronautical Communications) or such other officer appointed to be in charge of the Section.
5. To arrange for the issue of necessary tools and stores to his section and to exercise control on their utilisation and maintenance.
6. To keep records, check attendance of staff under his control, and to report on personnel, equipment and installations as and when required.
7. To perform such cognate duties as may be assigned.

NOTE:

- (i) Foremen will be expected to work on Sundays and Public Holidays, declared cyclone days and on a 24 hour shift system of duty as and when required.
- (ii) Those whose duties require them to climb such structures as masts, towers and poles will be required to undergo a medical examination annually to determine their fitness to work at heights of about 600 feet for sustained period.



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[Signature]
for Permanent Secretary

21 APR 1993

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