

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

- Department:** Civil Aviation
- Post:** Maintenance Supervisor (Communication, Navigation and Surveillance)
- Salary:** Rs 33,425 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 (22 064 077 )
- Effective Date:** 21 February 2017
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Maintenance Officer (Communication, Navigation and Surveillance) who reckon at least two years' service in a substantive capacity in the grade and who –
- (i) possess the Full Technological Diploma (Course 272 or Course 2720) in Telecommunications and Electronics Engineering or the Technician Award in Telecommunications Systems (Course 2730) or the Full Technological Certificate (Course 271 or Course 2710) awarded by the City and Guilds of London Institute or an equivalent qualification acceptable to the Public Service Commission;
  - (ii) possess effective administrative and supervisory skills; and
  - (iii) have training abilities.
- Duties:**
1. To ensure that all infrastructure, equipment and physical environment of workshops and stations are kept in good condition and are properly maintained.
  2. To supervise the installation, maintenance and repair of communication, navigation and surveillance equipment/electronic equipment.
  3. To assist the Station Officer in the administration of the Maintenance Section of the Department and in the evolution, monitoring and updating of maintenance schedules and repair and calibration manuals.
  4. To indent and receive necessary equipment and spare parts and ensure proper storage and ready availability of such items.
  5. To ensure that test equipment are properly calibrated.

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*for Senior Chief Executive  
Ministry of Civil Service and  
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6. To devise training programmes and participate in the training of subordinate staff.
7. To supervise the work and performance of subordinate staff.
8. To ensure follow-up action on reported fault occurrences.
9. To keep records of equipment and spares such as equipment ledger, tools and register and to keep them updated at all times.
10. To prepare Maintenance/Fault finding procedures as laid down in maintenance schedules and manufacturers' manuals, and to ensure that these procedures are scrupulously followed in the maintenance and repairs of communication, navigation and surveillance equipment.
11. To use ICT in the performance of his duties.
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 (Communication, Navigation and Surveillance) in the roles ascribed to him.

**Note**

1. Maintenance Supervisors (Communication, Navigation and Surveillance) 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. Maintenance Supervisors (Communication, Navigation and Surveillance) may be required to follow such theoretical, practical or on-the-job training courses, as may be approved and arranged by the Department.
3. Maintenance Supervisors (Communication, Navigation and Surveillance) may be sent on assignment to Rodrigues or any of the Outer Islands of the Republic of Mauritius.



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