

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Rodrigues (Public Works - Water Unit)

Post: Workshop Supervisor

Salary: Rs 7,000 x 250 - 7,750 (MGT 8)

Effective Date: 22 October, 1997

Qualifications: By selection from officers in the grades of Foreman and Pump Mechanics who

- (i) possess the Certificate of Primary Education;
- (ii) reckon at least five years proven experience in the installation, repairs and maintenance of electrical water pumps and generators, chlorinators, water level recorders, general fitting, metal working and maintenance of installation and services;
- (iii) possess an elementary knowledge of electricity and demonstrate an ability to use electrical measuring instruments e.g. voltmeter;
- (iv) have a knowledge of hot and cold working characteristics of different types of steel and other metals used in the blacksmith forging and metal shaping used by Plumbers and Pipe Fitters;
- (v) be able to interpret engineering drawings;

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M. Q.

.....
for Permanent Secretary

Date..... 22 OCT 1997



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- (vi) have knowledge of elementary stores and finance procedures;
- (vii) have a knowledge of First Aid.

NOTE:

In the absence of candidates possessing the qualification at (i) above, consideration will be given to candidates who show proof of being literate.

Duties:

1. To be responsible for the day to day management and the smooth running of the workshop.
2. To operate, test, repair and maintain all equipment related to the trade e.g. chlorinators, pumps, meters, manometers, clock work.
3. To interpret engineering drawings, take measurements and make calculations pertaining to the trade.
4. To assist in the preparation of reports.
5. To prepare cost estimates of works to be carried out and to ensure the effective use of spare parts and materials.
6. To process requisitions and ensure the availability of spare parts and materials.

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7. To ensure that the tools and equipment are properly maintained and kept in safe custody.
8. To organise, supervise and co-ordinate the work of subordinate staff.
9. To prepare time sheets and keep time and progress books.
10. To give on-the-job training to subordinate staff.
11. To transmit applications for leave with proper recommendations to the officer in charge for approval.
12. To be responsible for general safety precautions to be observed by workers.
13. To perform such cognate duties as may be assigned.

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