

## Job Opportunities



Position Title	MLSP Maintenance and Technical Assistant Administrator
Location	Malta Life Sciences Park (MLSP)
Team	MLSP Maintenance and Technical
Salary Scale	A4
Reporting Relationship	The post holder will report directly to the Team Leader and/or Delegate

### Job Description

To assist in delivering the tasks at hand and provide support to the management and maintenance of the Park as may be required. The holder of this position must ensure that the services and work required meet the appropriate design, legal and environmental stipulations. The team member must keep up-to-date with the latest tools, methodologies, training and legislation required and keep up-to-date with the latest development within MLSP.

### General Duties / Responsibilities

The holder of this position is to undertake technical and general business assistance duties that include but are not limited to:

- Upkeep, maintenance, repair and new installation/works at MLSP premises and assets
- Maintenance of Agency assets and equipment and inventory
- Assistance with the Agency's documentation requirements
- Ensure the facility is a clean and safe environment
- Collection and deliveries

### Specific Duties and related skills

The specific duties which are to be undertaken by the holder of this position include:

- Ability to deliver quality workmanship within deadline and with minimum supervision
- Ability to undertake the technical requirements of the position which include the following:
  - a) Performing routine and extensive preventative maintenance and repair procedures
  - b) Fixing any safety hazards
  - c) Assembly of furniture, doors and other fixtures
  - d) Plastering, masonry works which include alterations, replacing of tiles and membrane application and repair
  - e) Assists direct superior in servicing and repair of mechanical shut off valves
  - f) Assists direct superior in servicing and repair of diesel generators
  - g) Assists direct superior in servicing and replacement of HVAC filters including HEPA
  - h) Assists direct superior in servicing, repair and new installations of plumbing, irrigation and drainage systems
  - i) Acts as an assistant to the electrical technician whenever needed.
- Capability of interpreting written instruction and drawings
- Capacity to deal with clients in a courteous manner
- Good communication skills in Maltese and English (both verbal and written)
- Knowledge of normally accepted office procedures and practices
- Have a valid driving license to carry out delivery duties that includes C1 type of Driving Licence.
- Commitment to quality and customer service

#### Other duties

- As may be assigned

#### Self-Improvement

- Ensures to be well informed and up-to-date on technical requirements of the specific position responsibilities

#### Supervision Received

- Broad direction from immediate supervisor

#### Working Conditions

- Currently works are requested to be performed during normal office hours however the position may be required to work on a shift basis at a future date

#### Values

##### Integrity

Be truthful, honest and accountable. Carry out tasks in a professional, ethical, transparent and responsible manner

- The greater good over the personal good
- Confidentiality is key at all times
- Ensure the positive reputation of our entities is maintained throughout

##### Creativity

Develop an open and creative mind-set that lead to innovate working practices.

- Find ways to improve our incentives, systems, processes and communication with stakeholders

- Reduce unnecessary bureaucracy
- Automate internal procedures

### Customer-Centricity

Adopting a client centric mind-set whilst being committed to our Client's success. Put clients at the centre of our operation.

- Effective communication is critical to achieve an outstanding quality service in line with industry benchmarks
- Be professional to manage clients' expectations and respond to clients' requests
- All our stakeholders are our clients including but not limited to our colleagues, the government, social and business partners and society

### Behavioural Dimensions

The postholder role requires the post holder to be comfortable handling routine or repetitive work at a steady pace and to deliver reliable, consistent performance as well as the creation of harmonious relationships.

### Work Aptitudes

- Practical and Mechanical
- Orderly and Efficient
- Investigative and Analytical

### Minimum Requirements

- A recognised certificate/diploma (City and Guilds Level 3/MCAST MQF3) in welding, electrical, woodworking or masonry of related subject, OR
- School leaving and first certificate/foundation certificate (City and Guilds Level 2/MCAST MQF 2) in welding, woodworking or masonry or related subject's plus one (1) years work experience, OR
- Two (2) years work experience in maintenance and technical services, OR a specific building related trade such as masonry and tiling OR steel fabrication and welding OR knowledge of electrical installation OR plastering and membrane repair OR furniture installation.
- Have a valid driving licence to carry out duties that include C1 type of Licence.