Position Description

TRANSMISSION SITE CUSTODIAN

L-Awtorità tax-Xandir
MALTA
Broadcasting Authority

Primary Role

1.0 The Broadcasting Authority presently owns a transmission site in Għargħur. The site hosts transmission equipment and services of nationwide radio stations and telephony service providers and run broadcast transmission equipment and hardware. As the landlord and host of the site, the Authority is responsible to ensure that the facility is accessible, well equipped and maintained in line with industry standards and applicable laws and regulations.

1.1 The Transmission Site Custodian shall be responsible to ensure that the assigned site is accessible to third parties during the indicated opening hours. The Transmission Site Custodian shall be responsible to ensure that the site, including its contents and facilities, is well maintained, kept clean and protected. The Transmission Site Custodian shall be responsible for the site maintenance and security.

Organisation Structure and Reporting Relationship

2.0 The Transmission Site Custodian reports to the Chief Technical Officer.

Principal Duties

3.0 The principal duties of a Transmission Site Custodian are as follows:

3.1 Control access to the premises and ensure that no unauthorised person/s enters the premises.

3.2 Administer a log of all visitors including the purpose, time and duration of the visit, in line with applicable policies and procedures

3.3 Carry out standard and routine site cleaning and upkeep.

3.4 Monitor the surrounding vegetation and regularly maintain it at an appropriate low height.

3.5 Ensure proper care in the use and maintenance of equipment and supplies.

3.6 Carry out standard and routine maintenance, such as replacing light bulbs, adjusting furniture, or other similar activities.

3.7 Ensure that equipment and lights are switched off, and premises are locked after hours.

3.8 Promote workplace safety and environmental practices.

3.9 Ensure that maintenance and/or other work carried out by third-parties is executed in full compliance with applicable health and safety regulations and ensures that such maintenance meets the standards and conditions as defined in the service contract.

3.10 Advise the Chief Technical Officer of any technical work which needs to be carried out and the Chief Corporate Services of any other maintenance that needs to be carried out to ensure the facility remains well maintained.

3.11 Ensure security measures are operational and well maintained.

3.12 Immediately report any real/suspected unauthorised entry/theft at the site to the Chief Technical Officer.

3.13 Receive calls and other communication while also handling the reply or follow-up. Where necessary, guide the individual to contact the appropriate person or office of the Authority. Provide basic and accurate information as may be requested by third parties whether made in-person or via phone/email

3.14 Maintain the site inventory including that of equipment, furniture, consumables and other stored material as may be required.

3.15 Ensures the building and property are clean and in orderly condition.

3.16 Report arising issues to the Chief Technical Officer and / or third-party suppliers or owners of hosted equipment as may be deemed necessary and in line with applicable policies and procedures.

3.17 Maintain the supplies inventory, accept and verify consigned supplies, maintain adequate supply levels and send requests to the CTO when in need to order necessary supplies in line with applicable policies and procedures.

3.18 Ensure that all activities and duties performed meet the highest standards.

3.19 Protect and ensure suitable level of confidentiality as is necessary.

3.20 Be ready to learn new technical roles from contractors or consultants who from time to time are assigned with the Broadcasting Authority.

3.21 Any other duties according to the exigencies of the Authority as may from time to time be assigned by the Chief Technical Officer and/or any member in the management team.

Technical Duties

3.22 Advise the Chief Technical Officer on all technical aspects concerning the Għargħur (or other entrusted) transmission site.

3.23 Supervise any works and/or activity carried out by third parties at the Għargħur (or other entrusted) site and Tower and to effectively co-ordinate said works and/or activity, in line with the general direction of the Chief Technical Officer

3.24 Monitor electrical behaviour, including the maintenance of an SWR log regarding the Master Antenna Dipole array and Combiner Units as may be necessary and in line with the general direction of the Chief Technical Officer and/or applicable operation policies and procedures.

3.25 Ensures that any inspections on equipment which is assigned by superiors, on such as inspection combiner or generator is carried.

3.26 Assist and advise the Chief Technical Officer and when necessary the Chief Corporate Services, to draw up preventive maintenance schedule in respect of the Transmitting Tower.

3.27 Assist any technical contactors who are engaged by the Broadcasting Authority.

3.28 Ensure a suitable response period in case of Għargħur (or other entrusted) Transmission Centre emergency repair which includes the Dipole array and Combiner Units and / or any other equipment, in line with applicable policies and procedures.

The fine print

4.0 This position description may from time to time be updated by the Chief Executive Officer following the approval of the Board.

4.1 Updates may include amendments and / or changes to the assigned roles and responsibilities; eligibility criteria and any other element as may from time to time be deemed necessary to maintain the position in pace with time and the needs of the Broadcasting Authority.

Eligibility Criteria

This position requires the incumbent to possess the following formal qualifications, capabilities and experience:

Required	Desirable
Clean Police Conduct	Previous experience in a similar post.
Speaks in Maltese and / or English. Ability to understand verbal / written instructions.	A team player.
Able to comprehend the differences between analogue and digital communications	Proactive.
Technical experience on analogue and digital radio frequencies.	Ability to multitask and to prioritize tasks.
School leaving certificate.	Aware of the local broadcasting scene and the role of the Authority.
Citizen of Malta or the EU	Qualified / experienced technician ideally Technically competent in broadcasting technology.
Ability to carry out standard cleaning methods and procedures. Ability to carry out standard facility maintenance, repair and upkeep procedures.	A customer-centric disposition.
Physically fit, agile and dexterous – suited for the nature of assigned duties. This includes the ability to lift heavy objects and climb ladders if necessary.	Aware of applicable health and safety rules.
Ability to understand and follow safety procedures	Working at height and rope access courses would be considered as an asset
Ability to use applicable hand and power tools	
Ability to work with minimal supervision.	
Available to work after hours.	

Remuneration

6.0 The remuneration, allowances and work conditions pertaining to this post are governed by the Collective Agreement for the Broadcasting Authority as may from time to time be defined and agreed in line with the provisions of the Employment and Industrial Relations Act (CAP 452).

6.1 The post carries an annual salary of €20,347 x €375 - €22,222.

6.2 The Transmission Site Custodian is entitled to all other statutory allowances or bonuses or other entitlements.

General Work Conditions

7.0 The post is subject to a 1 calendar year probationary period.

7.1 Attendance and work hours shall be as determined by the collective agreement and / or internal policies. In general however, the Transmission Site Custodian is required to work normal office hours.

7.2 When required, the Transmission Site Custodian may be required to work after normal work hours for a limited period and within the scope of executing a definitive, temporary task / providing assistance.

7.3 Without prejudice to 7.2, the Transmission Site Custodian entitled to all statutory vacation and sick leave and public holidays.

7.4 The role may entail considerable physical activity. Some responsibilities may need heavy physical activity including lifting / moving of site equipment and loads.

7.5 The role may expose the incumbent to limited exposure to hazards or physical risks, which require him / her to adhere with applicable basic safety precautions.

7.6 Some elements of the job may need to be carried out outdoors and hence exposure to natural environmental elements may be expected. This may include low to moderate exposure to unusual elements, such as hot / cold temperatures or weather conditions, dirt, dust, fumes, smoke, unpleasant odours, and/or loud noise.

7.7 The employee is obliged to undertake any training as may from time to time prescribed by the Authority or the Competent Authority on Health and Safety.

7.8 The employee is to treat all written and verbal information furnished to him during the course of the execution of his / her duties as confidential even after termination of his employment.