



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR (06) POSTS OF TEHSIL OFFICER (I&S) M O (INFRA) (BS-18)

Main Responsibilities and Tasks

- 1) Provide manage, operate, maintain and improve the municipal infrastructure:-
 - i) Water supply and control and development of water sources.
 - ii) Sewage and sewage treatment and disposal;
 - iii) Storm water drainage;
 - iv) Establish landfill site and recycling plant;
 - v) Roads and streets;
 - vi) Traffic planning, engineering and management including traffic signaling systems, signs on roads street marking;
 - vii) Street lighting;
 - viii) Graveyards; and
 - ix) Public open spaces, public gardens; play grounds and arboriculture other than maintained by parks & Horticulture Authority.
- 2) Develop parking places, transport stations, stops, stands and terminals.
- 3) Enforce all municipal laws, rules and by-laws relating to allocated functions.
- 4) Any other function assigned under law, rules and by the Government.

Municipal Services

- 1) Sanitation and solid waste collection and sanitary disposal of solid, liquid, industrial and hospital wastes treatment and disposal including landfill site and recycling plants;
- 2) Management of passenger and transport freight and transit station.
- 3) Fire fighting.
- 4) Safety of children's play areas and prevention of accidents;
- 5) Management of graveyard.
- 6) Management of public open spaces, public gardens, playgrounds and arboriculture;
- 7) Management of slaughter houses;
- 8) Conserve historical and cultural assets;
- 9) Management of libraries and reading rooms;
- 10) Enforce all municipal laws, rules and bye-laws relating to the allocated functions;
and
- 11) Any other function assigned under law, rules and by the Government.

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