



PAPUA NEW GUINEA PUBLIC SERVICE



Form 002.1

## JOB DESCRIPTION

### 1. IDENTIFICATION

<b>AGENCY</b> Works & Highways	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> 11FOPPTS02	
<b>OFFICE</b> Works	<b>DESIGNATION/CLASSIFICATION:</b> Supervisor Maintenance & Workshop Services	- <b>Grade 15</b>	
<b>DIVISION</b> Plant & Transport	<b>LOCAL DESIGNATION:</b> Supervisor Maintenance & Workshop Services		
<b>BRANCH</b> Office of Provincial Mechanical Engineer	<b>REPORTING TO:</b> Provincial Mechanical Engineer	<b>SYS. POS. NO:</b>	<b>REF. NO:</b>
<b>SECTION</b> Maintenance & Workshop	<b>LOCATION</b> Kiunga, Western Province		

### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111 – 60 – A00	01/12/2015	Re-no , Re-design , Re-class

### 2. PURPOSE

The Supervisor Maintenance & Workshop Services has the overall responsibility for the maintenance of all the Mobile Plant and equipment's in the province directing and supervising technical teams/officers performing repair & maintenance work whilst also delivering the same trade services at market rates to other government and institutions.

### 3. DIMENSIONS

Office is adequately resourced to allow performance on this job.

### 4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Direct and supervise repair and maintenance services provided to PTD plant & transport fleet as a support function to provincial operations.
- 4.2 Direct and supervise repair and maintenance services to targeted government and non-government institutional plant and transport fleets as part of PTDs commercial undertaking.
- 4.3 Administer the utilization of labor, workshop tools and equipment, other assets and consumable stocks and supplies.
- 4.4 Identify market trends/patterns and report to Provincial Plant manager.
- 4.5 Ensure cost control measures are observed as genuine practices at all times.
- 4.6 Ensure all service costed is received in cash before any servicing work is undertaken.

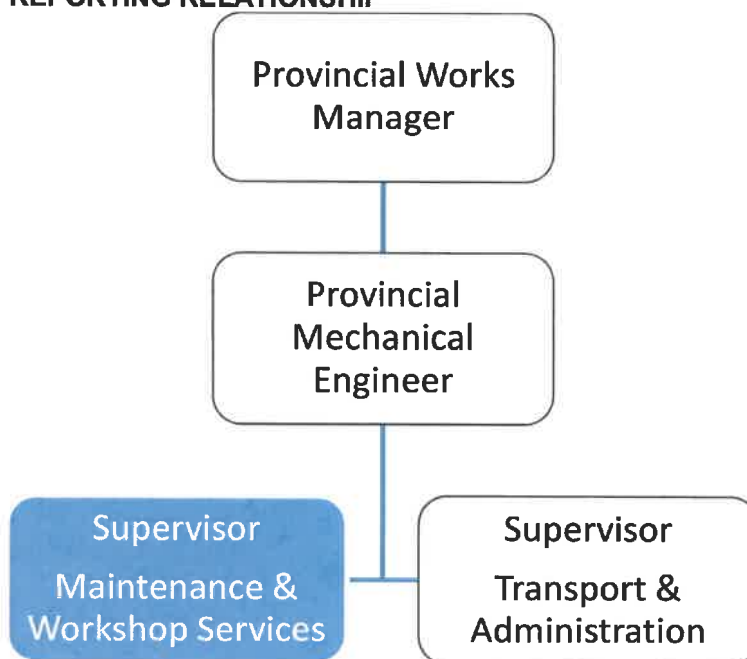
### 5. MAJOR DUTIES

- 5.1 The Supervisor Maintenance & Workshop Services has the overall responsibility for the maintenance of all the Mobile Plant and Equipment in the Province.

- 5.2 Ensure a market oriented work place environment is created on the workshop floor and around immediate surroundings.
- 5.3 Inspect and cost out repair & maintenance work to be undertaken and bill customer.
- 5.4 Upward variations in bills are paid in cash before a plant unit is released.
- 5.5 All quality checks must be undertaken before certifying release of unit to customer.
- 5.6 Monitor and ensure reasonable supply of spare parts requirements.
- 5.7 Oversee the training of maintenance personnel and report on progress.
- 5.8 Efficiently run outstations

## 6. NATURE AND SCOPE

### 6.1 REPORTING RELATIONSHIP



### 6.2 WORKING RELATIONSHIP

#### (a) Internal

- The Supervisor Maintenance & Workshop Services reports to Provincial Mechanical Engineer on matters relating to his/her job.
- Liaise with other staffs of the division.

#### (b) External

Provide maintenance or technical advice to clients from other Government Departments

### 6.3 WORK ENVIRONMENT

This is a statutory, specialist and technical position that is strategically designed to provide leadership and add to effective management of maintenance services within PTD in the province.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

RULES & PROCEDURES	<ul style="list-style-type: none"> <li>▪ Public Finance (Management) Act</li> <li>▪ Public Service (Management) Act</li> <li>▪ Public Service General Orders</li> <li>▪ Public Service Code of Ethics</li> <li>▪ Department of Works – PTD Plant Manual</li> </ul>
EXPECTED BEHAVIOUR	<ul style="list-style-type: none"> <li>▪ Information Confidentiality</li> <li>▪ Customer Service &amp; PR</li> <li>▪ Co-operation &amp; Transparency to Supervisor &amp; Co-worker</li> <li>▪ Work Output Accuracy</li> </ul>
DECISION-MAKING ABILITY	<ul style="list-style-type: none"> <li>▪ Determines and makes duties within the scope of his work</li> </ul>
RECOMMENDATIONS	<ul style="list-style-type: none"> <li>▪ Submit recommendations to higher authorities for consideration and approval based on the scope of the job.</li> </ul>

## 8. CHALLENGES

- The Supervisor Maintenance & Workshop Services is bound to operate within the principles outlined or specified in the job description.
- Promote better working relationship within the division
- Initiate and develop changes for the betterment of the division.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualification

Qualified with a technical trade certificate or a diploma in mechanical engineering and/or equivalent from a recognized college or university acceptable to the Public Service.

### (b) Knowledge

Supervisor transport maintenance trades.

### (c) Skills

Must have administrative, personnel management and public relations skills.

### (d) Works Experience

A minimum of seven (7) years or more work experiences in a similar role related to duties to be performed with at least two (2) in management position.