



PAPUA NEW GUINEA PUBLIC SERVICE



**JOB DESCRIPTION**

**1. IDENTIFICATION**

|   |   |                                      |
|---|---|--------------------------------------|
| <b>AGENCY</b><br>Works & Highways                         | <b>SYS. POSN. NO:</b>   | <b>REF. NO:</b><br>11FOPPTS17        |
| <b>OFFICE</b><br>Works                                    | <b>DESIGNATION/CLASSIFICATION:</b><br>Technical Officer (Heavy Engines) - <b>Grade 09</b> |                                      |
| <b>DIVISION</b><br>Plant & Transport                      | <b>LOCAL DESIGNATION:</b><br>Technical Officer (Heavy Engines)                            |                                      |
| <b>BRANCH</b><br>Office of Provincial Mechanical Engineer | <b>REPORTING TO:</b><br>Senior Technical Officer<br>(Heavy Engines)                       | <b>SYS. POS. NO:</b> <b>REF. NO:</b> |
| <b>SECTION</b><br>Maintenance & Workshop                  | <b>LOCATION</b><br>Kiunga, Western Province   |                                      |

**HISTORY OF POSITION**

| <b>FILE REF.</b> | <b>DATE OF VARIATION</b> | <b>DETAILS</b> |
|------------------|--------------------------|----------------|
| 111 – 60 – A00   | 01/12/2015               | Create         |

**2. PURPOSE**

Under direction and supervision of the STO Heavy Engines, perform repair & maintenance work on heavy engines like trucks, bulldozers, power shovels and other heavy equipment.

**3. DIMENSIONS**

This job is responsible for assisting the STO in the sustenance of functionality leading to effective operations of Heavy Engines and equipment.

**4. PRINCIPLE ACCOUNTABILITIES**

- 4.1 Maintain and replace brake actuators, batteries, starter motors, mechanical fuel pumps and hydraulic cylinders/pumps/control valves.
- 4.2 Service drive shafts, universal joints, service brake shoes, water pumps and turbochargers.
- 4.3 Maintain and replace cylinder heads, high-pressure fuel injection pumps and road wheels.
- 4.4 Adjust engine speed of governor/valves, carburetors, steering brakes, fuel injector racks and steering unit brake levers.
- 4.5 Charge suspension accumulators, transmission shift accumulators and main hydraulic accumulators.

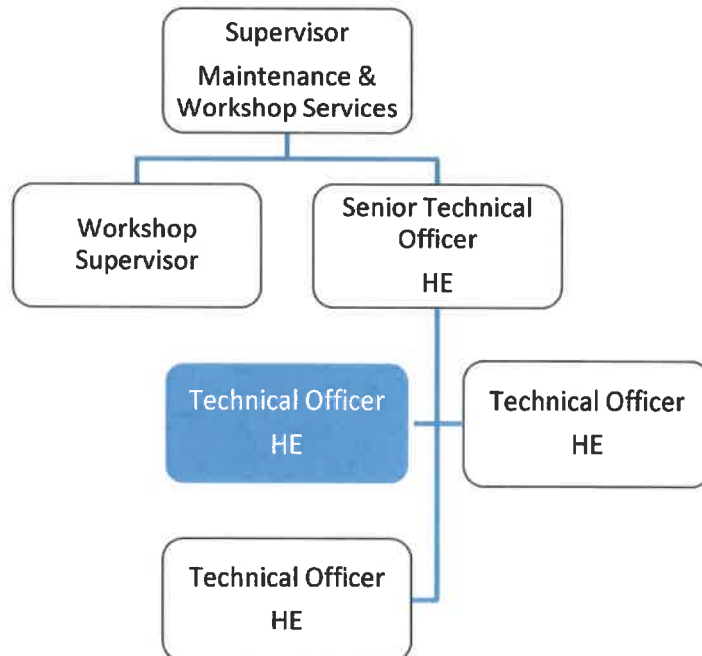
**5. MAJOR DUTIES**

- 5.1 Follow procedural paper work and work related to heavy plant/vehicle section.

- 5.2 Diagnose faults and carry out investigations and cost estimates as required.
- 5.3 Order spare parts and perform repairs; ensuring standards/procedures are adhered to.
- 5.4 Follow general standards of safety, cleanliness and security.
- 5.5 Other duties as directed consistent to responsibilities.

**6. NATURE AND SCOPE**

**6.1 REPORTING RELATIONSHIP**



**6.2 WORKING RELATIONSHIP**

**(a) Internal**

- The Technical Officer Heavy Engines reports to Senior Technical Officer Heavy Engines on matters relating to his/her job.
- Liaise with other staffs of the division.

**(b) External**

Nil

**6.2 WORK ENVIRONMENT**

This position being responsible is substantially a statutory, specialized and technical position in forefront of sustained functionality of heavy engines and equipment.

**7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

|                    |                                  |
|--------------------|----------------------------------|
| RULES & PROCEDURES | ▪ Pubic Finance (Management) Act |
|--------------------|----------------------------------|

|                         |   |
|-------------------------|---|
|                         | <ul style="list-style-type: none"> <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 TO Heavy Engines is bound to operate within the principles outlined or specified in the job descriptions.
- 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 trade certificate in heavy engines and/or equivalent in relevant trade from a recognized college or educational institution.

### (b) Knowledge

- Knowledge of maintenance and operation of heavy plant vehicles/equipment.
- Engine repair and tune-up.
- Troubleshoot mechanical and electrical problems. Troubleshoot hydraulic systems
- Repair and replace body panels, fenders and radiators.
- Hands on 'real world' mechanical experience and knowledge.

### (c) Skills

- Lead/advice/train and supervise apprentices.
- Supervisory ability, administrative procedures, public relations, and onsite training.
- Must possess driving license and preferably plant operator licence to qualify to test plants.
- Competent in evaluation and technical report presentation.
- Sound computer literacy (MS Word/Excel, PPT, etc.).
- Good grasp of the English language (verbal and written).
- Innovative, inventive and analytical, able to pre-empt and resolve problems with ease.

### (d) Works Experience

A minimum of three years or more work experience in heavy plant and equipment maintenance.