



PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION



Form 002.1

### 1. IDENTIFICATION

<b>AGENCY</b> Works & Highways	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> 12FOPPTS06
<b>OFFICE</b> Works	<b>DESIGNATION/CLASSIFICATION:</b> Senior Technical Officer (Light/Medium Engines) - <b>Grade 13</b>	
<b>DIVISION</b> Plant & Transport	<b>LOCAL DESIGNATION:</b> Senior Technical Officer (Light/Medium Engines)	
<b>BRANCH</b> Office of Provincial Mechanical Engineer	<b>REPORTING TO:</b> Supervisor – Maintenance & Workshop Services	<b>SYS. POS. NO:</b> <b>REF. NO:</b>
<b>SECTION</b> Maintenance & Workshop	<b>LOCATION</b> Kerema, Gulf Province	

### HISTORY OF POSITION

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

### 2. PURPOSE

Lead a team of technical officers (mechanics) engaged to undertake repair & maintenance work on motor vehicles and other light to medium engines deployed and those of other government and non-government institutions at market rates.

### 3. DIMENSIONS

Position is significantly important in providing leadership and technical advice and support to the repair and maintenance team responsible for light to medium engine ensuring functionality and operations.

### 4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Repair & maintenance work on light to medium engine vehicles and equipment is performed on time and within budget to support PTD field operations.
- 4.2 Light to medium engine repair & maintenance services on government and non-government units are performed and appropriately billed to self-sustain in the long run.
- 4.3 Schedule, control and coordinate work of sub-ordinate staff and other personnel.
- 4.4 Supervise the use of parts and other stock and material supplies.

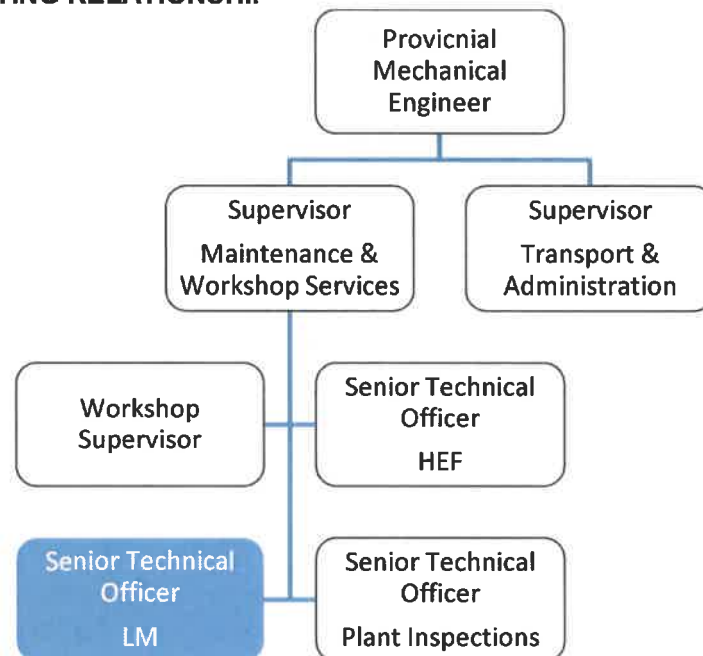
### 5. MAJOR DUTIES

- 5.1 Control and supervise the maintenance of light to medium engine equipment workshop.
- 5.2 Follow procedural directives and allocate work priorities.

- 5.3 Set general standards of management e.g. Leave and duty rosters and plant programs for plant and equipment maintenance.
- 5.4 Diagnose faults and carry out investigations and cost estimates as required.
- 5.5 Order spare parts and supervise major/minor repairs to plant and equipment ensuring that standards and procedures are adhered to.
- 5.6 Ensure adequate tools and manuals are in stock to ensure productivity and quality.
- 5.7 Set general standards of safety, cleanliness and security.
- 5.8 Liaise with other maintenance sections to ensure efficient maintenance.
- 5.9 Maintain a good relationship with client departments and suppliers.
- 5.10 Carry out other duties as directed, consistent with the above.
- 5.11 Make recommendations about staff training, promotions, transfer and discipline.

## 6. NATURE AND SCOPE

### 6.1 REPORTING RELATIONSHIP



### 6.2 WORKING RELATIONSHIP

#### (a) Internal

- The STO Light/Medium Engines report to the Supervisor Maintenance & Workshop Services on matters relating to his/her job.
- Liaise with other staffs of the division.

#### (b) External

Not Applicable

### 6.3 WORK ENVIRONMENT

The position is fundamentally important and is statutory specialist and technical in nature and in the forefront of ensuring functionality and operations.

## 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 STO Light/Medium 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 in repair of light/medium engines and/or equivalent in relevant trade from a recognized college or educational institution.

### (b) Knowledge

- Knowledge of light to medium engine maintenance and writing technical reports.
- Hands on 'real world' mechanical experience and knowledge.

### (c) Skills

- Supervisory ability, administrative procedures, public relations, and onsite training.
- Must possess driving license to qualify to test vehicles.
- 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 five years or more work experience in maintenance of light to medium engines as a Senior Technical Officer.