



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTON



1. IDENTIFICATION

<b>AGENCY</b> Works & Highways	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> 15FOPPTS04	
<b>OFFICE</b> Works	<b>DESIGNATION/CLASSIFICATION:</b> Senior Technical Officer (Plant Inspections) - <b>Grade 13</b>		
<b>DIVISION</b> Plant & Transport	<b>LOCAL DESIGNATION:</b> Senior Technical Officer (Plant Inspections)		
<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> Alotau, Milne Bay 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 engaged to undertake inspection on each plant & transport unit deployed to the province, those of other government and non-government institutions are maintained, and safe for utilization at all times.

3. DIMENSIONS

This position exists to ascertain the appropriate cause for maintenance on equipment's in operations within the province.

4. PRINCIPLE ACCOUNTABILITIES

To provide accurate plant inspection reports to management before and after repair and maintenance services.

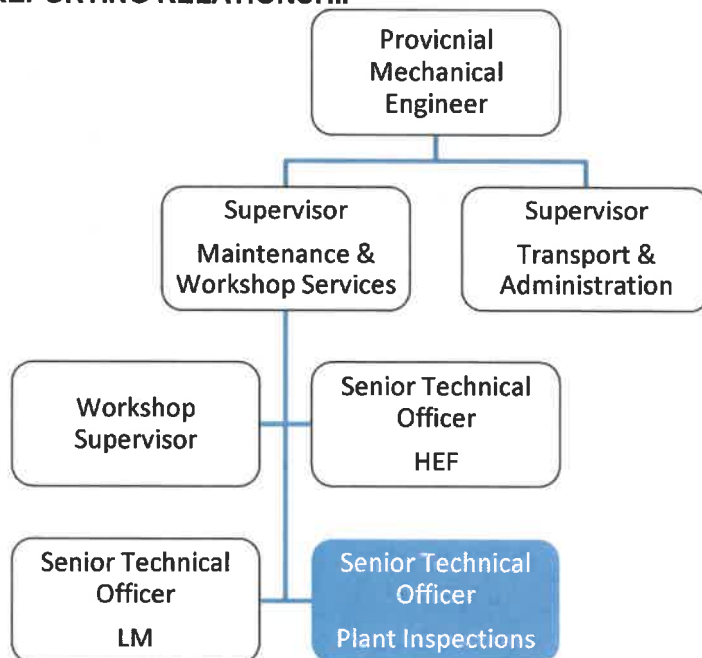
5. MAJOR DUTIES

- 5.1 Receive new plant, vehicles and equipment. Prepare and submit acceptance reports. Ensure all new purchase conform to purchase orders, e.g. supply complete or operational condition of plant or vehicles received.
- 5.2 Report all defects or short supply to supplier for repairs, replacement or service and monitor warrant periods of new plant/vehicle and equipment.
- 5.3 Inspect unserviceable plant/vehicles, determine cause break down, estimate and cost of restoring to service, quality control and submit plant/vehicle defect reports.

- 5.4 Prepare recommendations for disposal of plant/vehicle assets. Board of Survey etc., for approval. Arrange and oversee approved plant/vehicle disposals by Auction, tender or dismantle for parts, certificate of disposal implementation.
- 5.5 Test and report on the proficiency of plant operator and drivers. Issue PTB permits as required.
- 5.6 Carry out inspections on motor vehicle accidents and generate reports for Police Traffic relating to traffic motor vehicle accidents.
- 5.6 Carry out other duties as directed as above.

**6. NATURE AND SCOPE**

**6.1 REPORTING RELATIONSHIP**



**6.2 WORKING RELATIONSHIP**

**(a) Internal**

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

**(b) External**

Nil

**6.3 WORK ENVIRONMENT**

This position is strategically in place as a statutory and specialist position and technical in nature that is in the forefront of ensuring functionality and continuous and effective operations and 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 STO Plant Inspections 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 and/or equivalent in relevant trade from a recognized college or educational institution.

### (b) Knowledge

- Deep understanding of both electrical systems and engines of varying sizes.
- Hands on 'real world' mechanical experience and knowledge.

### (c) Skills

- Wide skill base in operational procedures to test plant/vehicle and equipment on the field.
- Must possess plant operator licence to qualify to test plant operator/drivers.
- 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

- Wide experience in maintenance evaluation and inspection procedure on plant, vehicles and other equipment for a minimum period of five (5) years or more.
- Hands-on technical experience in the maintenance, repair, and servicing of general vehicles & equipment including earth moving equipment, heavy and light duty vehicles and mobile cranes.