



PAPUA NEW GUINEA PUBLIC SERVICE



Form 002.1

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY Works & Highways	SYS. POSN. NO:	REF. NO: 16FOPPTS02	
OFFICE Works	DESIGNATION/CLASSIFICATION: Supervisor Maintenance & Workshop Services	- Grade 15	
DIVISION Plant & Transport	LOCAL DESIGNATION: Supervisor Maintenance & Workshop Services		
BRANCH Office of Provincial Mechanical Engineer	REPORTING TO: Provincial Mechanical Engineer	SYS. POS. NO:	REF. NO:
SECTION Maintenance & Workshop	LOCATION Popondetta, Oro 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.

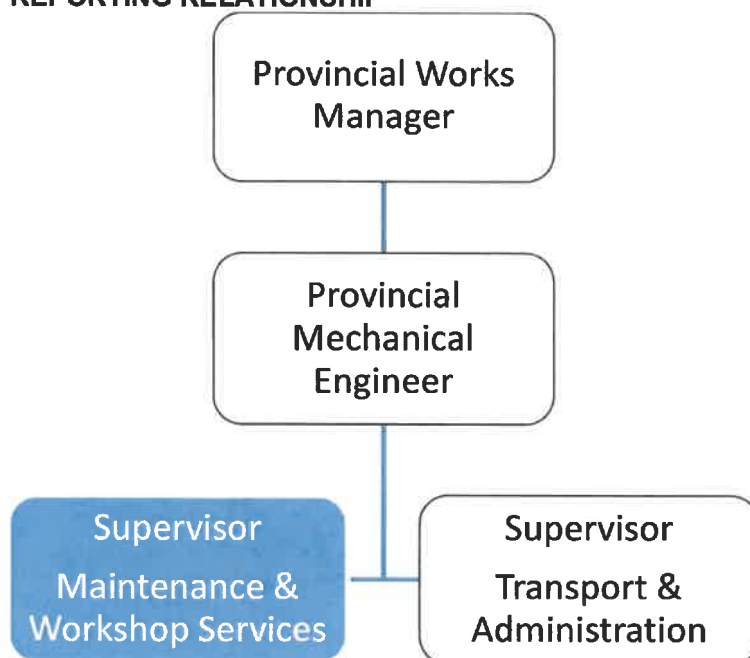
5. MAJOR DUTIES

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

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.