



PAPUA NEW GUINEA PUBLIC SERVICE



Form 002.1

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY Works & Highways	SYS. POSN. NO:	REF. NO: 16FOPPTS08	
OFFICE Works	DESIGNATION/CLASSIFICATION: Technical Officer (Auto Electrical) - Grade 12		
DIVISION Plant & Transport	LOCAL DESIGNATION: Technical Officer (Auto Electrical)		
BRANCH Office of Provincial Mechanical Engineer	REPORTING TO: Workshop Supervisor	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

Assist the Workshop Supervisor and lead a team of technical officers (auto-electricians) engaged to undertake repair & maintenance work electrical wiring and computer-based equipment on all engine types deployed by PTD to the provinces and those of other government and non-government institutions at market rates.

3. DIMENSIONS

Position is strategically designed to provide leadership technical advice and support to the Auto Electrical Team within the PTD provincial set-up and is adequately supported to be functional.

4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Carry out electrical repair & maintenance work on all Plant & Transport units deployed.
- 4.2 Introduce electrical modifications to existing operating systems to suit purpose

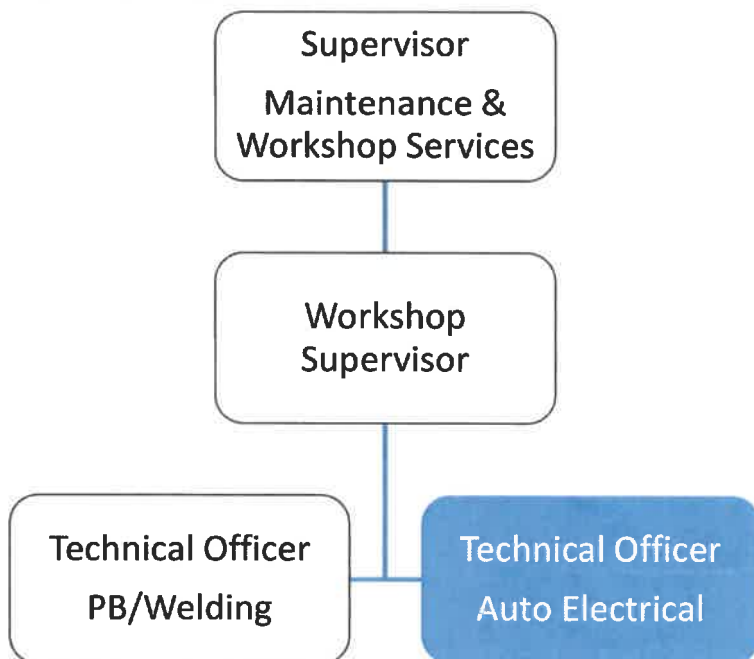
5. MAJOR DUTIES

- 5.1 Work with computer-controlled engine management systems.
- 5.2 Service, identify and repair faults on electronically controlled vehicle systems such as electronic fuel injection, electronic ignition, anti-lock braking, cruise control, automatic transmission, airbags and air conditioning.
- 5.3 Install electrical equipment such as gauges, lighting, alternators and starter motors in vehicles.

- 5.4 Install electrically operated accessories such as radios, heating or demisting equipment, air conditioners, driving lamps and anti-theft systems.
- 5.5 Refer to circuit diagrams and use meters and test instruments to find electrical faults.
- 5.6 Adjust engine control system and timing to ensure vehicles are running at peak performance.
- 5.7 Test, recondition and replace faulty alternators, generators, starter motors and related items such as voltage regulators and batteries.
- 5.8 Repair or replace faulty ignition, electrical wiring, fuses, lamps and switches.
- 5.9 Use hand tools, specialized electrical tools, instruments and machines, including drills, grinders, presses and lathes.

6. NATURE AND SCOPE

6.1 REPORTING RELATIONSHIP



6.2 WORKING RELATIONSHIP

(a) Internal

- The TO Auto Electrical reports to Supervisor Maintenance Services on matters relating to his/her job.
- Liaise with other staffs of the division.

(b) External

Not Applicable

6.3 WORK ENVIRONMENT

This being a statutory and specialist position is technical in nature to allow for functionality where continuous operations is the core business.

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 TO Auto Electrical 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 repair of electrical and electronic systems in plant and vehicle engines and/or equivalent in 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

- Supervisory ability, administrative procedures, public relations, and onsite training.
- 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

At least five (5) year or more of work experiences in maintenance of light to medium engines as a Technical Officer.