



PAPUA NEW GUINEA PUBLIC SERVICE

**JOB DESCRIPTION**



**1. IDENTIFICATION**

<b>AGENCY</b> Works & Highways	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> 21FOPPTS01	
<b>OFFICE</b> Works	<b>DESIGNATION/CLASSIFICATION:</b> Provincial Mechanical Engineer	<b>Grade 16</b>	
<b>DIVISION</b> Plant & Transport	<b>LOCAL DESIGNATION:</b> Provincial Mechanical Engineer		
<b>BRANCH</b> Office of Provincial Mechanical Engineer	<b>REPORTING TO:</b> Provincial Works Manager	<b>SYS. POS. NO:</b>	<b>REF. NO:</b>
<b>SECTION</b> Administration	<b>LOCATION</b> Mendi, Sothern Highlands Province		

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
111 – 60 – AO0	01/12/2015	Re-no , Re-design , Re-class

**2. PURPOSE**

Coordinate the interaction between human and capital assets deployed by Head Office within PTD policy guidelines and directives, manage and direct PTD Maintenance and Operations activities within the province.

**3. DIMENSIONS**

Adequate managerial structure in the province with adequate equipment and funds for operations with the provincial PTD ceiling.

**4. PRINCIPLE ACCOUNTABILITIES**

- 4.1 The day to day administrative and operational conduct of the provincial office in accordance with existing legislation, policies and guidelines.
- 4.2 Ensure that business and marketing plans are in place and revenue targets are achieved while expenditure limits are kept at minimum.
- 4.3 Operational aspects of service lines are properly controlled and coordinated to avoid wastage and pilfering.
- 4.4 Ensure all revenue lines remain profitable.

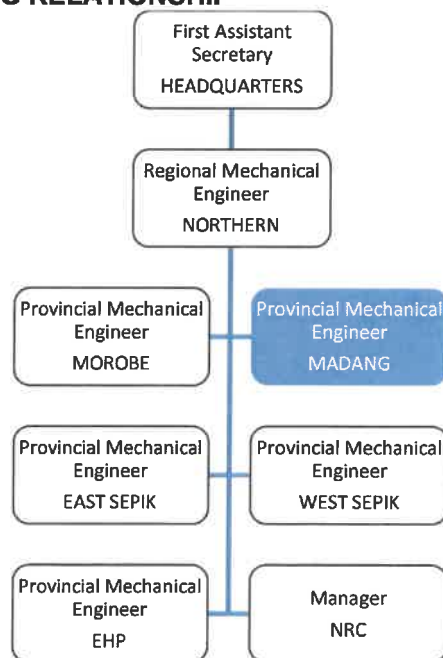
**5. MAJOR DUTIES**

- 5.1 Draft annual revenue and expenditure estimates, implement approved budgets and any subsequent adjustments thereto, and prepare necessary financial and budgetary statement and reports in due course.
- 5.2 Prepare annual plant and vehicle replacement proposal for approval by HQ and implement.

- 5.3 Prepare preventive maintenance schedules to manufacture's specification for approval and implementation.
- 5.4 Monitor the hire and utilization processes of plant and transport fleet to follow procedures and conditions of hire.
- 5.5 Ensure that revenue targets are achieved for all service lines.
- 5.6 Ensure expenditure requisition on follow set financial management procedures.
- 5.7 Maintain tidiness and healthy standards at work place and institute reasonable measures to protect business against abuse, misuse and other forms of losses.
- 5.8 Oversee the handling of motor vehicle accident cases and ensure that correct procedures are followed in the determination and settlement of liabilities.
- 5.9 Supervise disposal of plant and vehicles ensuring set procedures on tenders, auctions and other disposal methods are adhered to.
- 5.10 Coordinate stores activities ensuring procurement, distribution and inventory control system are followed. In case of fuel, the purchase is reconcile with the sale.
- 5.11 Where required, make plant vehicle and spare parts check and identify manufacturing defects or other faulty areas for remedial measures.
- 5.12 Initial action towards staff development and training.
- 5.13 Perform other duties as directed by the Provincial Works Manager.

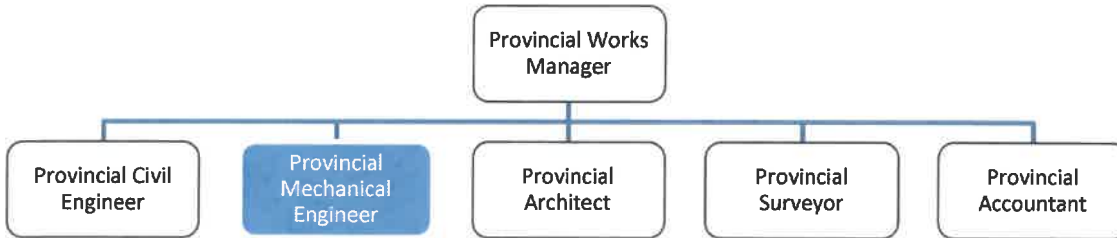
**6. NATURE AND SCOPE**

**6.1 REPORTING RELATIONSHIP**



Matters

Technical



Administrative

Matters.

## 6.2 WORKING RELATIONSHIP

### (a) Internal

The Provincial Mechanical Engineer reports to the Provincial Works Manager on administrative matters and the Regional Mechanical Engineer on technical matters.

### (b) External

## 6.3 WORK ENVIRONMENT

Daily activities revolve around administrating operational affairs of the office and directing and supervising individual business lines. The position is therefore surrounded by an array of administrative and technical teams. While existing capital assets required overhaul the existing human resources similarly required motivation for a change in mindset.

## 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 Provincial Mechanical Engineer 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**

Must have a diploma, degree or higher certificate in Engineering, Business Management, Public Administration and/or equivalent from a recognised educational institution.

### **(b) Knowledge**

Must have some experience and knowledge in maintenance and management of light fleet motor vehicles and heavy-duty Construction machinery together with Administration and Management Knowledge of business administration and Management Principal and practices. Knowledge of the structure and content of the English language including the meaning and spelling of words rules of composition and grammar. Customer needs assessment, meeting quality standards for services delivery and evaluate customer satisfaction.

### **(c) Skills**

Must be able to achieve desired results through forward planning and effective communication with clear instruction to subordinates. Must have the ability to solve problems and delegate responsibilities.

### **(d) Works Experience**

Must have over five (5) years' experience in front-line management. A minimum of (5) years' experience in plant and transport fleet management. Experience in business administration and management and sales is highly recommended.