



PAPUA NEW GUINEA PUBLIC SERVICE



Form 002.1

**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>AGENCY</b> Works & Highways	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> 24FOPPTS07	
<b>OFFICE</b> Works	<b>DESIGNATION/CLASSIFICATION:</b> Technical Officer (Auto Electrical) - <b>Grade 12</b>		
<b>DIVISION</b> Plant & Transport	<b>LOCAL DESIGNATION:</b> Technical Officer (Auto Electrical)		
<b>BRANCH</b> Office of Provincial Mechanical Engineer	<b>REPORTING TO:</b> Workshop Supervisor	<b>SYS. POS. NO:</b>	<b>REF. NO:</b>
<b>SECTION</b> Maintenance & Workshop	<b>LOCATION</b> Kundiawa, Simbu Province		

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
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

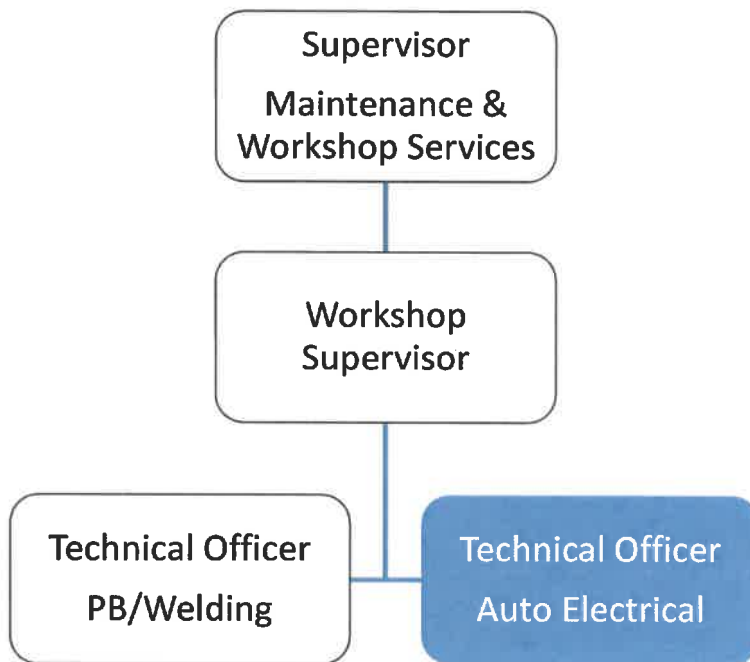
**5. MAJOR DUTIES**

- 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"> <li>▪ Pubic 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 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.