



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



Form 002.1

1. IDENTIFICATION

AGENCY Works & Highways	SYS. POSN. NO:	REF. NO: 33FOPPTS05	
OFFICE Works	DESIGNATION/CLASSIFICATION: Senior Technical Officer (Heavy Engines) - Grade 13		
DIVISION Plant & Transport	LOCAL DESIGNATION: Senior Technical Officer (Heavy Engines)		
BRANCH Office of Provincial Mechanical Engineer	REPORTING TO: Supervisor – Maintenance & Workshop Services	SYS. POS. NO:	REF. NO:
SECTION Maintenance & Workshop	LOCATION Wewak, East Sepik Province		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111 – 60 – A00	01/12/2015	Re-no , Re-class

2. PURPOSE

The purpose of this position is to lead a team of technical officers (mechanics) engaged to undertake repair & maintenance work on heavy engine plant & transport units deployed by and those of other government and non-government institutions at market rates.

3. DIMENSIONS

This position significantly important in providing leadership and technical advice and support to the repair and maintenance team responsible for heavy machinery ensuring operations and functionality.

4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Repair & maintenance work on heavy engine plant & transport units is carried out on time and within budget that PTD field operations are not affected by machine downtime hours.
- 4.2 Heavy engine repair & maintenance service on government and non-government units is undertaken and appropriately billed to self-sustain operations in the long run.
- 4.3 Schedule, control and coordinate work of sub-ordinate staff and other personnel.
- 4.4 Supervise the use of parts and other stock and material supplies.

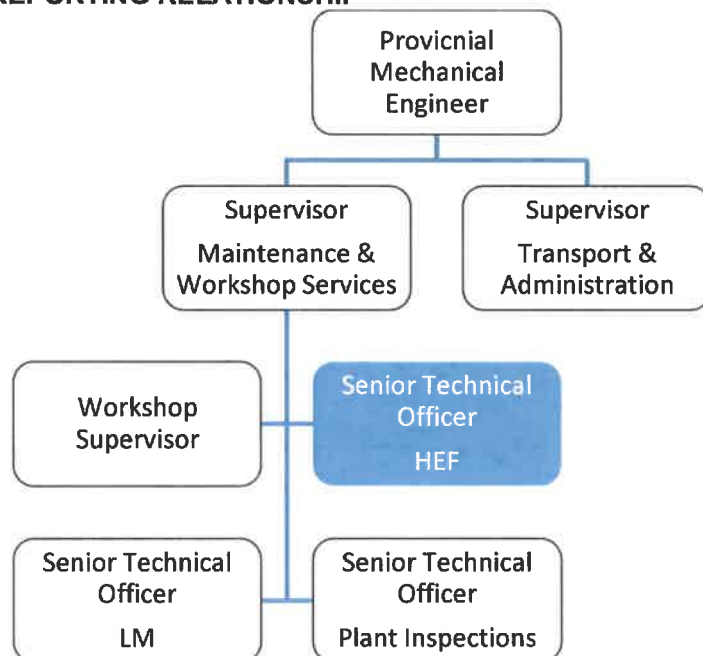
5. MAJOR DUTIES

- 5.1 Control and supervise the maintenance of heavy plant and equipment.
- 5.2 Follow procedural directives and allocate work priorities.

- 5.3 Set general standards of management e.g. Leave and duty rosters and plant programs for plant and equipment maintenance.
- 5.4 Diagnose faults and carry out investigations and cost estimates as required.
- 5.5 Order spare parts and supervise major/minor repairs to plant and equipment ensuring that standards and procedures are adhered to.
- 5.6 Ensure adequate tools and manuals are in stock to ensure productivity and quantity.
- 5.7 Set general standards of safety, cleanliness and security.
- 5.8 Liaise with other maintenance sections to ensure efficient maintenance.
- 5.9 Maintain a good relationship with client departments and suppliers.
- 5.10 Carry out other duties as directed, consistent with the above.
- 5.11 Make recommendations about staff training, promotions, transfer and discipline.
- 5.12 Co-ordinate and certify staff time sheets for members of the team each pay period ending.

6. NATURE AND SCOPE

6.1 REPORTING RELATIONSHIP



6.2 WORKING RELATIONSHIP

(a) Internal

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

(b) External

Not Applicable

6.3 WORK ENVIRONMENT

The position strategically designed to be statutory, specialized and technical in nature is in the forefront of ensuring functionality in terms of heavy equipment machines. It provides mobile or extension services of the maintenance & workshop operations.

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 STO Heavy Engines 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 heavy engines and/or equivalent in relevant trade from a recognized college or educational institution.

(b) Knowledge

- Knowledge of heavy plant and equipment maintenance and writing technical reports.
- Hands on 'real world' mechanical experience and knowledge.

(c) Skills

- Supervisory ability, administrative procedures, public relations, and onsite training.
- Must possess driving license and preferably 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

A minimum of five (5) years or more work experience as Senior Technical Officer in heavy plant and equipment maintenance.