



PAPUA NEW GUINEA PUBLIC SERVICE

**JOB DESCRIPTION**



Form 002.1

**1. IDENTIFICATION**

<b>AGENCY</b> Works & Highways	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> 33FOPPTS15
<b>OFFICE</b> Works	<b>DESIGNATION/CLASSIFICATION:</b> Technical Officer (Heavy Engines) - <b>Grade 9</b>	
<b>DIVISION</b> Plant & Transport	<b>LOCAL DESIGNATION:</b> Technical Officer (Heavy Engines)	
<b>BRANCH</b> Office of Provincial Mechanical Engineer	<b>REPORTING TO:</b> Senior Technical Officer (Heavy Engines)	<b>SYS. POS. NO:</b> <b>REF. NO:</b>
<b>SECTION</b> Maintenance & Workshop	<b>LOCATION</b> Wewak, East Sepik 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-class

**2. PURPOSE**

Under direction and supervision of the STO Heavy Engines perform repair & maintenance work on heavy engines like trucks, bulldozers, power shovels and other heavy equipment.

**3. DIMENSIONS**

This job is responsible for assisting the STO in the sustenance of functionality leading to effective operations of Heavy Engines and equipment.

**4. PRINCIPLE ACCOUNTABILITIES**

- 4.1 Maintain and replace brake actuators, batteries, starter motors, mechanical fuel pumps and hydraulic cylinders/pumps/control valves.
- 4.2 Service drive shafts, universal joints, service brake shoes, water pumps and turbochargers.
- 4.3 Maintain and replace cylinder heads, high-pressure fuel injection pumps and road wheels.
- 4.4 Adjust engine speed of governor/valves, carburetors, steering brakes, fuel injector racks and steering unit brake levers.
- 4.5 Charge suspension accumulators, transmission shift accumulators and main hydraulic accumulators.

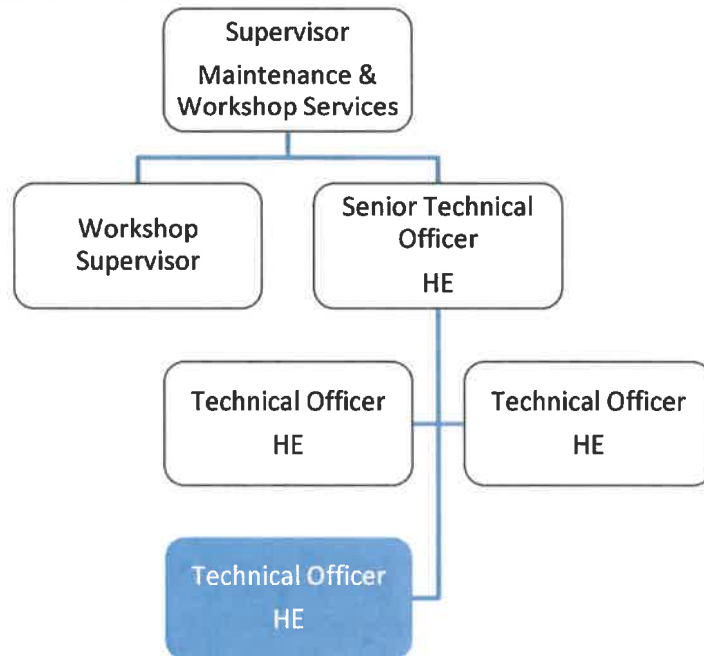
**5. MAJOR DUTIES**

- 5.1 Follow procedural paper work and work related to heavy plant/vehicle section.

- 5.2 Diagnose faults and carry out investigations and cost estimates as required.
- 5.3 Order spare parts and perform repairs; ensuring standards/procedures are adhered to.
- 5.4 Follow general standards of safety, cleanliness and security.
- 5.5 Other duties as directed consistent to responsibilities.

**6. NATURE AND SCOPE**

**6.1 REPORTING RELATIONSHIP**



**6.2 WORKING RELATIONSHIP**

**(a) Internal**

- The Technical Officer Heavy Engines reports to Senior Technical Officer Heavy Engines on Services on matters relating to his/her job.
- Liaise with other staffs of the division.

**(b) External**

Nil

**6.3 WORK ENVIRONMENT**

This position being responsible is substantially a statutory, specialized and technical position in forefront of sustained functionality of heavy engines and equipment.

**7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

RULES & PROCEDURES	▪ Public Finance (Management) Act
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	<ul style="list-style-type: none"> <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 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 maintenance and operation of heavy plant vehicles/equipment.
- Engine repair and tune-up.
- Troubleshoot mechanical and electrical problems. Troubleshoot hydraulic systems
- Repair and replace body panels, fenders and radiators.
- Hands on 'real world' mechanical experience and knowledge.

### (c) Skills

- Lead/advice/train and supervise apprentices.
- Supervisory ability, administrative procedures, public relations, and onsite training.
- Must possess driving license and preferably plant operator licence to qualify to test plants.
- 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 two (2) years or more work experience in heavy plant and equipment maintenance.