



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> 34FOPPTS09
<b>OFFICE</b> Works	<b>DESIGNATION/CLASSIFICATION:</b> Leading Hand District - <b>Grade 12</b>	
<b>DIVISION</b> Plant & Transport	<b>LOCAL DESIGNATION:</b> Technical Officer District	
<b>BRANCH</b> Office of Provincial Mechanical Engineer	<b>REPORTING TO:</b> Supervisor – Maintenance & Workshop Services	<b>SYS. POS. NO:</b> <b>REF. NO:</b>
<b>SECTION</b> Maintenance & Workshop	<b>LOCATION</b> Aitape, West Sepik Province	

### HISTORY OF POSITION

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

### 2. PURPOSE

Under direction of Supervisor Maintenance & Workshop Services, supervise and control repair & maintenance work on light all plant and equipment in outstation workshops and attend to breakdowns within the vicinity of the district.

### 3. DIMENSIONS

This job is responsible for assisting the Supervisor Maintenance & Workshop Services in the sustenance of functionality leading to effective operations of Light/Heavy Plant and Equipment.

### 4. PRINCIPLE ACCOUNTABILITIES

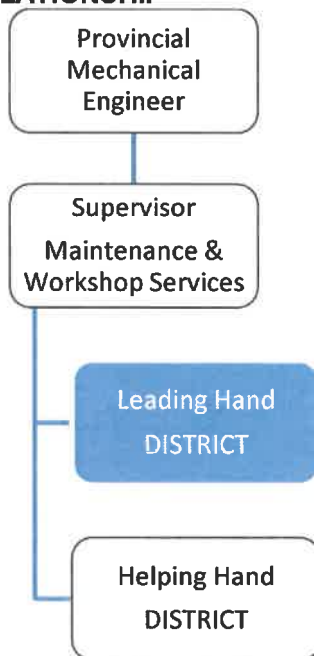
- 4.1 Maintain and replace brake actuators, batteries, starter motors, mechanical fuel pumps and hydraulic cylinders/pumps/control valves and others.
- 4.2 Service drive shafts, universal joints, service brake shoes, water pumps and turbochargers.
- 4.3 Maintain and replace cylinder heads, high-pressure 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 Take charge of maintenance and administration team within the district to undertake allocated work. Undertake skilled work either single or leader of a team, quality assurance workmanship and standards.
- 5.2 Follow procedural paper work and allocate work priorities.
- 5.4 Diagnose faults about carry out investigations and cost estimates as required.
- 5.5 Order spare parts and supervise major/minor repairs to plant and equipment that standards and procedures are adhered to.
- 5.6 Other duties as directed, consistent with above.

**6. NATURE AND SCOPE**

**6.1 REPORTING RELATIONSHIP**



**6.2 WORKING RELATIONSHIP**

**(a) Internal**

- The Leading Hand District reports to 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**

This position is fundamentally important and is statutory specialist and technical in nature and in the forefront of ensuring functionality and operations.

## 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 Leading Hand District 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 three years or more work experience in heavy plant and equipment maintenance.