



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



Form 002.1

1. IDENTIFICATION

AGENCY Works & Highways	SYS. POSN. NO:	REF. NO: 42FOPPTS08	
OFFICE Works	DESIGNATION/CLASSIFICATION: Leading Hand District - Grade 12		
DIVISION Plant & Transport	LOCAL DESIGNATION: Technical Officer District		
BRANCH Office of Provincial Mechanical Engineer	REPORTING TO: Supervisor – Maintenance & Workshop Services	SYS. POS. NO:	REF. NO:
SECTION Maintenance & Workshop	LOCATION Kavieng, New Ireland Province		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111 – 60 – A00	01/12/2015	Create

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

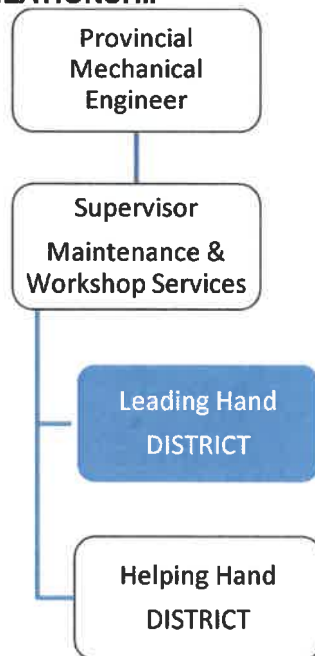
- 4.1 Maintain and replace brake actuators, batteries, starter motors, mechanical fuel pumps and hydraulic cylinders/pumps/control valves and others.
- 4.2 Service drive shafts, universal joints, service brake shoes, water pumps and turbochargers.
- 4.3 Maintain and replace cylinder heads, high-pressure 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"> ▪ Pubic 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 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.