



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> 42FOPPTS11	
<b>OFFICE</b> Works	<b>DESIGNATION/CLASSIFICATION:</b> Technical Officer PB/Welding - <b>Grade 12</b>		
<b>DIVISION</b> Plant & Transport	<b>LOCAL DESIGNATION:</b> Technical Officer PB/Welding		
<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> Kavieng , New Ireland Province		

**HISTORY OF POSITION**

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

**2. PURPOSE**

Under direction and supervision of the Supervisor Workshop perform Panel beaters, spray painting and welding tasks to return vehicles back to **pre-accident**, or better, condition after they have been damaged

**3. DIMENSIONS**

This job is responsible for assisting the Workshop Supervisor in the sustenance of functionality leading to effective operations of plant and vehicles.

**4. PRINCIPLE ACCOUNTABILITIES**

Be responsible for all panel beating of vehicles and ensure they are appropriately aligned for spray painting. Preparing and cleaning the parts for painting, mixing, and matching the paint or coats to be used, and applying the paint according to the job requirements

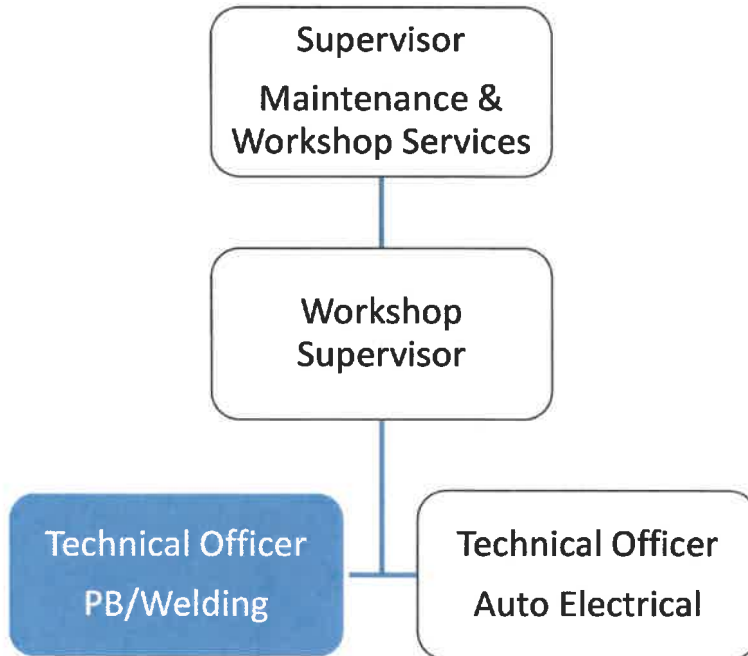
**5. MAJOR DUTIES**

- 5.1 As a panel beater, the tradesman will be responsible for assessing damaged vehicles, estimating the cost of repairs, and repairing vehicles to their original condition.
- 5.2 Carry out welding tasks in relating to the repairs of parts/components of vehicles and heavy equipment.
- 5.2 The tradesman will also be required to liaise with clients and maintain high safety standards in the workplace.
- 5.3 Follow procedural paper work and allocate work priorities. Train apprentices, trade assistants and assist with the development of qualified tradesman.

- 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 TO PB/Welding reports to Workshop Supervisor on matters relating to his/her job.
- Liaise with other staffs of the division.

**(b) External**

Not Applicable.

**6.3 WORK ENVIRONMENT**

This position being responsible is substantially a statutory, specialized and technical position in forefront of sustained functionality of light/medium plant and equipment.

**7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

<b>RULES &amp; PROCEDURES</b>	<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>
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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 PB/Welding 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 Panel beating/Spray painting and Welding and/or equivalent in from a recognized college or educational institution.

### (b) Knowledge

- Wide knowledge of maintenance of plant/vehicles and equipment.
- Hands on 'real world' mechanical experience and knowledge.

### (c) Skills

- Supervisory ability, administrative procedures and training of apprentice with knowledge of car mechanics, bodyworks and frame repair skills, vehicle painting and spraying skills.
- 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 experience as a Technical Officer Panel beating, spray-painting and Welding.