



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY Works & Highways	SYS. POSN. NO:	REF. NO: 44FOPPTS12
OFFICE Works	DESIGNATION/CLASSIFICATION: Technical Officer (Heavy Engines) - Grade 11	
DIVISION Plant & Transport	LOCAL DESIGNATION: Technical Officer (Heavy Engines)	
BRANCH Office of Provincial Mechanical Engineer	REPORTING TO: Senior Technical Officer (Heavy Engines)	SYS. POS. NO: REF. NO:
SECTION Maintenance & Workshop	LOCATION Kimbe , West New Britain Province	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
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.

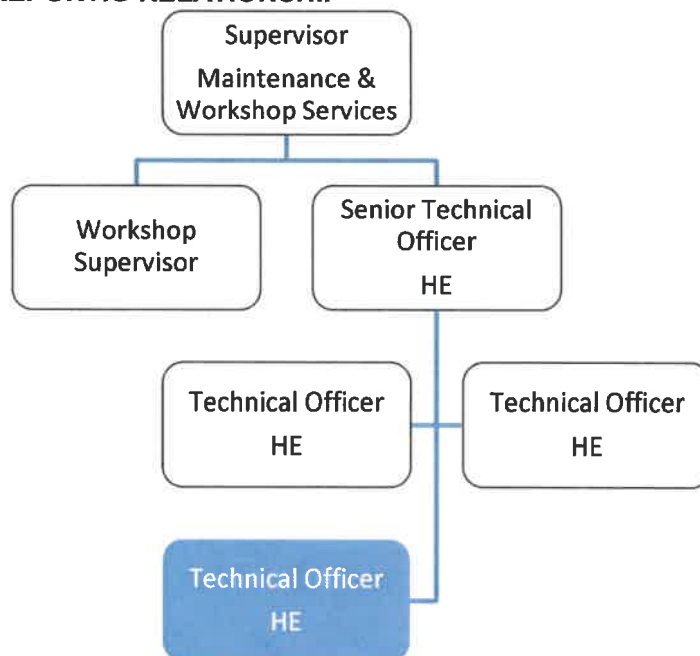
5. MAJOR DUTIES

- 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	▪ Pubic Finance (Management) Act
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	<ul style="list-style-type: none"> ▪ 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 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.