



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTON



Form 002.1

1. IDENTIFICATION

AGENCY Works & Highways	SYS. POSN. NO:	REF. NO: 45FOPPTS05
OFFICE Works	DESIGNATION/CLASSIFICATION: Senior Technical Officer (Light/Medium Engines) - Grade 13	
DIVISION Plant & Transport	LOCAL DESIGNATION: Senior Technical Officer (Light/Medium Engines)	
BRANCH Office of Provincial Mechanical Engineer	REPORTING TO: Supervisor – Maintenance & Workshop Services	SYS. POS. NO: REF. NO:
SECTION Maintenance & Workshop	LOCATION Buka, Autonomous Region of Bougainville	

HISTORY OF POSITION

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

2. PURPOSE

Lead a team of technical officers (mechanics) engaged to undertake repair & maintenance work on motor vehicles and other light to medium engines deployed and those of other government and non-government institutions at market rates.

3. DIMENSIONS

Position is significantly important in providing leadership and technical advice and support to the repair and maintenance team responsible for light to medium engine ensuring functionality and operations.

4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Repair & maintenance work on light to medium engine vehicles and equipment is performed on time and within budget to support PTD field operations.
- 4.2 Light to medium engine repair & maintenance services on government and non-government units are performed and appropriately billed to self-sustain in the long run.
- 4.3 Schedule, control and coordinate work of sub-ordinate staff and other personnel.
- 4.4 Supervise the use of parts and other stock and material supplies.

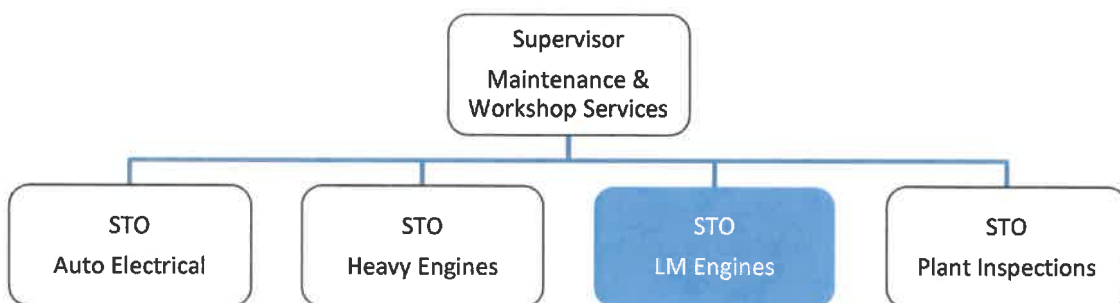
5. MAJOR DUTIES

- 5.1 Control and supervise the maintenance of light to medium engine equipment workshop.
- 5.2 Follow procedural directives and allocate work priorities.

- 5.3 Set general standards of management e.g. Leave and duty rosters and plant programs for plant and equipment maintenance.
- 5.4 Diagnose faults and carry out investigations and cost estimates as required.
- 5.5 Order spare parts and supervise major/minor repairs to plant and equipment ensuring that standards and procedures are adhered to.
- 5.6 Ensure adequate tools and manuals are in stock to ensure productivity and quality.
- 5.7 Set general standards of safety, cleanliness and security.
- 5.8 Liaise with other maintenance sections to ensure efficient maintenance.
- 5.9 Maintain a good relationship with client departments and suppliers.
- 5.10 Carry out other duties as directed, consistent with the above.
- 5.11 Make recommendations about staff training, promotions, transfer and discipline.

6. NATURE AND SCOPE

6.1 REPORTING RELATIONSHIP



6.2 WORKING RELATIONSHIP

(a) Internal

- The STO Light/Medium Engines report to the 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

The 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">▪ Public 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 STO Light/Medium 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 in repair of light/medium engines and/or equivalent in relevant trade from a recognized college or educational institution.

(b) Knowledge

- Knowledge of light to medium engine maintenance and writing technical reports.
- Hands on 'real world' mechanical experience and knowledge.

(c) Skills

- Supervisory ability, administrative procedures, public relations, and onsite training.
- Must possess driving license to qualify to test vehicles.
- 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 years or more work experience in maintenance of light to medium engines as a Senior Technical Officer.