



PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION



## 1. IDENTIFICATION

<b>AGENCY:</b> Department of Works & Highways	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> 60FOPPTSH02
<b>WING:</b> Field Operations	<b>DESIGNATION/CLASSIFICATION:</b> Regional Technical Officer - Grade 13	
<b>DIVISION:</b> Plant & Transport	<b>LOCAL DESIGNATION:</b> Regional Technical Officer	
<b>BRANCH:</b> Regional Mechanical Engineer Highlands	<b>REPORTING TO:</b> Regional Mechanical Engineer - Highlands Grade 18	<b>SYS. POS. NO:</b> 60FOPPTSH01
<b>SECTION:</b>	<b>LOCATION:</b> Headquarter - Boroko	

## HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111 – 60 – AOO	10/12/2021	Create

## 2. PURPOSE

To assist Regional Mechanical Engineer, provide technical advice on mobile plant, vehicle, equipment and workshop facility maintenance and operational procedures for daily business to support revenue product lines in the provincial establishments.

## 3. DIMENSIONS

Staff:	Reports to Regional Mechanical Engineer.
Finance:	Nil
Equipment:	Full workstation with computer set.

## 4. PRINCIPLE ACCOUNTABILITIES

The Regional Technical Officer is principally accountable for coordinating maintenance planning and management of mobile plant, vehicle and equipment; and workshop facilities. Ensure all provincial business units are provided appropriate technical advice and resources on various makes and models of PTD-owned transport fleet including client departments/agencies; and that proper maintenance and repair practices and procedures are carried out according to manufacturer's specifications.

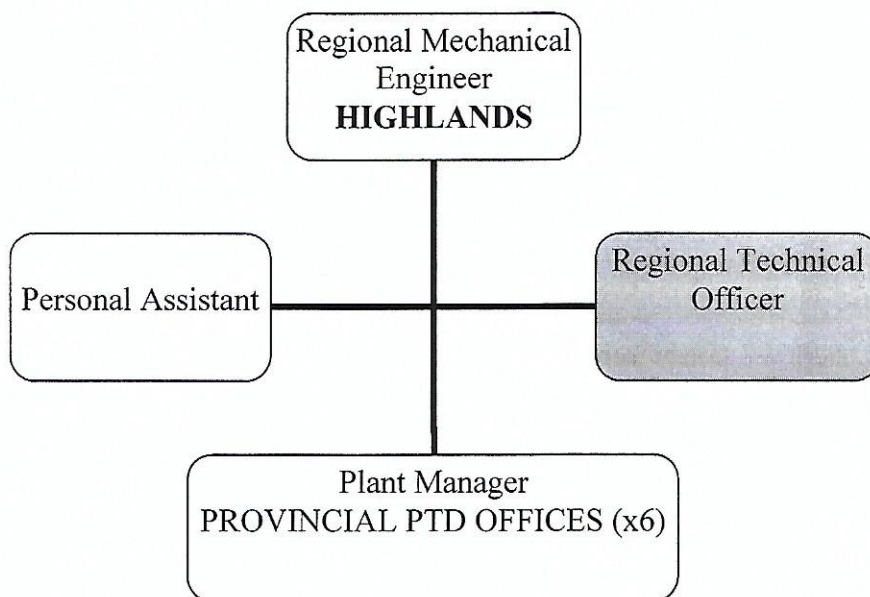
## 5. MAJOR DUTIES

Under limited supervision, assist the Regional Mechanical Engineer work closely with provincial business units to raise/improve revenue (performances) on PTD's product lines by managing the work environment, carrying out continuous improvements to maintenance practices and workshop facilities and operations of mobile plant, vehicles and equipment in the provincial establishments (or provincial PTD offices). Is responsible for conducting research and providing technical advice to RME from time to time. Below are the major duties/responsibilities expended into several areas.

- 5.1 Accept new plant and vehicles into the region and verify compliance with tender specifications whilst maintaining records of registration and disposals.
- 5.2 Compile annual replacement programs for mobile and static assets in liaison with provincial PTD offices, client departments and PTD HQ.
- 5.3 Arrange/coordinate shipping/logistical support of mobile plant, vehicles & equipment transferred between provinces including delivery of new items (purchased or donated).
- 5.4 Carry out regular or spot inspections of PTD provincial workshops and provide guidance and assistance to provincial staff where necessary.
- 5.5 Investigate unserviceable and defect reports and BOS procedures and make appropriate recommendations.
- 5.6 Investigate complaints from client departments and agencies regarding mechanical and electrical equipment.
- 5.7 Ensure that all provincial staff follow correct PTD stipulated procedures and submit all required reports and records to Headquarters and Regional Offices as per the PTD Plant Manual.
- 5.8 Liaise with Headquarters and provincial PTD offices or provincial Works offices regarding specific technical queries.
- 5.9 Coordinate/assist Plant Inspections of Private Plant & Vehicles hired on PTB 3 tender (registered price agreement).
- 5.10 Assists the Regional Mechanical Engineer monitor and supervise Training Programs for Graduate Engineers or professionals and other technical trades and clericals in the provincial PTD offices or establishments
- 5.11 Conduct research and provide technical advice to RME from time to time
- 5.12 Performs others duties as required by the Regional Mechanical Engineer and consistent with the above.

## 6. NATURE AND SCOPE

### 6.1 REPORTING RELATIONSHIP



### 6.2 WORKING RELATIONSHIP

#### (a) Internal

- Reports to Regional Mechanical Engineer.
- Liaise with DOW & PTD authorities and key staff on PTD technical and operational matters.

#### (b) External

- Liaise with DOW & PTD clients/suppliers on PTD day-to-day technical and operational matters.

### 6.3 WORK ENVIRONMENT

The Regional Technical Officer is a key technical and clerical position under the Regional Mechanical Engineer located at the DOW Regional office, Boroko, NCD.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

This position works within specific guidelines and policies.

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/her 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. CHALLENGE

- Adherence to strict compliance of Department of Works specifications, standards and regulations including PFMA.
- Regular maintenance of PTD technical records and files for audit.
- Produce consolidated technical review reports and others as required for the management.
- Regular monitoring of technical activities of PTD.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

- Holds a Tradesman Certificate in Motor Vehicle Trade and/or Certificate, Diploma or Degree in Engineering from a recognised college or institution that maybe acceptable to Public Service Commission.
- Be able to demonstrate the combination of skills, knowledge and experience to undertake the role and responsibility is highly desirable.
- Must be an affiliate or registered member to a professional body of knowledge, e.g. IEPNG, CPA, etc.

### (b) Knowledge

- Have sound knowledge of technical functions relating to project management, construction management, maintenance planning and mechanical workshop operations and/or other relevant expertise required to execute the above activities.
- Report writing, Power point presentation and project communication are essential.
- Preparation of brief project status reports is essential.

### (c) Skills

- Must be computer literate and able to work with spreadsheet and be adaptable to other computer software applications.
- Good communications in both written and spoken.
- Must be a self-starter, a team player and be able to lead the team.
- Good public relations and communication skills and also have the ability to supervise and mentor

**(d) Work Experience**

- At least having 5 – 10 years or more work experience in a similar role within the Public or Private sector.
- Have hands-on experience in leading a professional team.
- Work in a fast-paced work environment.
  - Display proven record of accomplishment in working under minimum supervision.