



PAPUA NEW GUINEA PUBLIC SERVICE

**JOB DESCRIPTION****1. IDENTIFICATION**

<b>AGENCY:</b> <i>Works &amp; Highways</i>	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> <i>WFOPORO16</i>	
<b>WING:</b> <i>Field Operations</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>Works Supervisor - Static - Grade 11</i>		
<b>DIVISION:</b> <i>Regional Works Office - Southern</i>	<b>LOCAL DESIGNATION:</b> <i>Works Supervisor - Static</i>		
<b>BRANCH:</b> <i>Provincial Works Office - Popondetta</i>	<b>REPORTING TO:</b> <i>Provincial Architect Grade 16</i>	<b>SYS. POS. NO:</b>	<b>REF. NO:</b> <i>WFOPORO04</i>
<b>SECTION:</b> <i>Architecture &amp; Building</i>	<b>LOCATION:</b> <i>Oro</i>		

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
<i>111-60-A00</i>	<i>10/12/2021</i>	<i>Re-no, Re-class</i>

**2. PURPOSE**

Coordinate and implement Mechanical and Electrical services for building works in the province;

**3. DIMENSIONS**

Deliverance of quality building infrastructure in accordance with the relevant construction/maintenance standards and specifications; and

Takes charge of four (4) subordinates (2 Foremen and 2 Artisans).

**4. PRINCIPLE ACCOUNTABILITIES**

Construction and maintenance of building infrastructure.

**5. MAJOR DUTIES**

- 5.1 Supervise the installation of mechanical and electrical services as part of the building works;
- 5.2 Prepare cost estimates for mechanical and electrical services for the buildings;
- 5.3 Compile material list, arrange for procurement of material and deliver procured material to the respective project sites in a timely manner.
- 5.4 Carry out other duties as directed, consistent with the above.

**6. NATURE AND SCOPE**

The position is within provincial establishment of the department and it focuses on supervising installation of mechanical and electrical services on building projects executed by the department and reports directly to the Provincial Architect.

**6.1 WORKING RELATIONSHIP**

- (a) **Internal**  
Reporting to the Provincial Architect.
- (b) **External**

Not Applicable

## 6.2 WORK ENVIRONMENT

The position is a technical position which focuses on supervision of mechanical and electrical services for buildings in the province.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### ▪ Rules/procedures

This job operates under the usual Government and Departmental Rules and Procedures mainly detailed under the General Orders, Public Finance & Management Act, Financial Instructions, the Departmental Policies, Internal DOW Policies and Procedures and the relevant agreements between Department of Works & Highways and other state agencies of Papua New Guinea.

### ▪ Decision

Decisions taken shall be in line with the appropriate delegation of authority, and applicable laws, standard practices of contract management, departmental policies and the relevant agreements with external agencies.

### ▪ Recommendations

Any recommendations made should be in line with the applicable act, bidding documents, the Good procurement Manual and other relevant conditions, guides, manuals, standards and specifications.

## 8. CHALLENGES

- Inconsistent funding to properly execute and complete works according to the scope of works; and
- Timely delivery of materials to site especially sites considered remote and in difficult terrain.

These Challenges, cause delays in delivering infrastructure projects in a timely manner, to quality and within budget to obtain 'value for money'.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

Possess a Trade Certificate in the relevant trade from a recognized institute.

### (b) Knowledge

- Project cycle (scope of works, procurement and delivery of materials to site, installation and completion of works) in building works;
- Construction Standards and DoW Technical Specification for Architecture and Building works; and
- Be able to read and understand construction drawings with respect to mechanical and electrical services.

### (c) Skills

- Sound project supervision & management skills;
- Ability to clearly communicate with superiors and subordinate staff; and
- Ability to plan, procure, implement and complete works in a timely manner;

**(d) Work Experience**

Must have minimum of five (5) years of field experience in installation of either mechanical or electrical services in building works.