



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>WFOPWHP22</i>
<b>WING:</b> <i>Field Operations</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>Foreman - Plumber - Grade 11</i>	
<b>DIVISION:</b> <i>Regional Works Office - Highlands</i>	<b>LOCAL DESIGNATION:</b> <i>Foreman - Plumber</i>	
<b>BRANCH:</b> <i>Provincial Works Office - Hagen</i>	<b>REPORTING TO:</b> <i>Works Supervisor- Building</i>	<b>SYS. POS. NO.:</b>
<b>SECTION:</b> <i>Architecture &amp; Building</i>	<b>LOCATION:</b> <i>Western Highlands</i>	<b>REF. NO.:</b> <i>WFOPWHP19</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>Create</i>

**2. PURPOSE**

Plan, Program and Coordinate implementation of Plumbing works in Building construction and maintenance works in the Province.

**3. DIMENSIONS**

- Deliverance of quality plumbing services in the building Construction and Maintenance works in accordance with the Plumbing trade practices, standards and specifications; and
- Takes charge of one subordinate (one Artisan).

**4. PRINCIPLE ACCOUNTABILITIES**

Plumbing works for Construction and maintenance of building infrastructure.

**5. MAJOR DUTIES**

- 5.1 Installation and maintenance of plumbing system as part of the building services in accordance with the existing standards and specification for building works executed by the Department;
- 5.2 Prepare cost estimates for plumbing works;
- 5.3 Compile plumbing material list, procure and deliver materials to the respective sites in a timely manner; and
- 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 providing plumbing aspect as part of the building services and reports to the Works Supervisor (Building).

**6.1 WORKING RELATIONSHIP**

- (a) **Internal**

Reporting to the Works Supervisor (Building).

**(b) External**

Not Applicable

**6.2 WORK ENVIRONMENT**

The position is a technical position which focuses on plumbing works as part of building services 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;
- Timely delivery of Plumbing 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 Plumbing Trade Certificate from a recognized institute and have a current plumbing license to practice the trade.

**(b) Knowledge**

- Installation techniques for installing plumbing system in buildings;
- Construction Standards and DoW Technical Specification for Architecture and Building works;
- Be able to read and understand construction drawings related to plumbing services.

**(c) Skills**

- Ability to clearly communicate with superiors and subordinate staff;
- Proven ability to have installed plumbing systems in accordance with the drawings;

**(d) Work Experience**

Must have a minimum of five (5) years of field experience in plumbing works as part of the team providing building services in the Province.