



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: <i>Works & Highways</i>	SYS. POSN. NO:	REF. NO: <i>WFOPWHP23</i>
WING: <i>Field Operations</i>	DESIGNATION/CLASSIFICATION: <i>Foreman - Aircon & Refrigeration - Grade 11</i>	
DIVISION: <i>Regional Works Office - Highways</i>	LOCAL DESIGNATION: <i>Foreman - Aircon & Refrigeration</i>	
BRANCH: <i>Provincial Works Office - Hagen</i>	REPORTING TO: <i>Works Supervisor (Static)</i>	SYS. POS. NO: REF. NO: <i>WFOPWHP20</i>
SECTION: <i>Architecture & Building</i>	LOCATION: <i>Western Highlands</i>	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
<i>111-60-A00</i>	<i>10/12/2021</i>	<i>Create</i>

2. PURPOSE

Plan, Program and Coordinate execution of Refrigeration and Air Conditioning Services as part of the Building Works in the Province.

3. DIMENSIONS

Deliverance of quality Refrigeration and Air Conditioning Services in accordance with the relevant trade practices, standards and specifications.

Takes charge of one (1) Artisan.

4. PRINCIPLE ACCOUNTABILITIES

Provision of Refrigeration and Air Conditioning Services as part of Building Services provided in the Province.

5. MAJOR DUTIES

- 5.1 Installation and maintenance of Refrigeration and Air Conditioning Systems as part of the Building Services in accordance with the relevant trade practice, existing standards and specification for building works executed by the Department;
- 5.2 Prepare cost estimates for Refrigeration and Air Conditioning works;
- 5.3 Compile Refrigeration and Air Conditioning 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 Refrigeration and Air Conditioning Systems as part of the building services and reports to the Works Supervisor (Static).

6.1 WORKING RELATIONSHIP

(a) **Internal**

Reporting to the Works Supervisor (Static).

(b) **External**

Not applicable

6.2 WORK ENVIRONMENT

The position is a technical position which focuses on Refrigeration and Air Conditioning Systems 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 Refrigeration and Air Conditioning 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 Refrigeration and Air Conditioning Trade Certificate from a recognized institute and have a current Refrigeration and Air Conditioning license to practice the trade.

(b) **Knowledge**

- Installation techniques for installing Refrigeration and Air Conditioning Systems in buildings;

- Construction Standards and DoW Technical Specification for Architecture and Building works;
- Be able to read and understand construction drawings related to Refrigeration and Air Conditioning Systems.

(c) Skills

- Ability to clearly communicate with superiors and subordinate staff;
- Proven ability to have install Refrigeration and Air Conditioning Systems in accordance with the Drawings & Specifications;

(d) Work Experience

Must have a minimum of five (5) years of field experience in Refrigeration and Air Conditioning Systems as part of the team providing Building Services in the Province.