



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

<b>AGENCY:</b> Prime Minister & NEC	<b>SYS. POSN. NO:</b> 45000164	<b>REF. NO:</b> SBAS 11
<b>OFFICE:</b> Operations	<b>DESIGNATION/CLASSIFICATION:</b> Maintenance Technician – Mirigini Haus Gr. 12	
<b>DIVISION:</b> Corporate Services	<b>LOCAL DESIGNATION:</b> Maintenance Technician – Mirigini Haus	
<b>BRANCH:</b> State Building Assets & Security	<b>REPORTING TO:</b> Supervisor – Mirigini Haus	<b>SYS. POS. NO:</b> 459000211 <b>REF. NO:</b> SBAS 04
<b>SECTION:</b> Property & Assets	<b>LOCATION:</b> WAIGANI	

#### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/ 2016	08/04/2016	RECLASS/JD REVISED
Org: 01/ 2011	2/12/2011	RENO/REDES/RECLASS,/REVISED JDS

#### 2. PURPOSE

- Assist the supervisor with the maintenance work within and around Mirigini Haus;
- Carry out routine repairs and maintenance work in the two buildings in accordance with regulations.

#### 3. DIMENSIONS

Financial – Nil	Staff supervised – Nil	Others – Nil
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#### 4. PRINCIPLE ACCOUNTABILITIES

- Ensuring timely maintenance and repairs are carried out to the standards and requirements of the management.

#### 5. MAJOR DUTIES

- 5.1 Assist supervisor on all minor and routine repairs and maintenance work specified in the Building Maintenance manual.
- 5.2 Carry out routine repairs and maintenance works in the Building.

- 5.3 Order and collect material lists, estimates, costing and obtain quotations and pro-forma invoices from suppliers.
- 5.4 Ensure that daily maintenance request is attended to as directed by Supervisor.

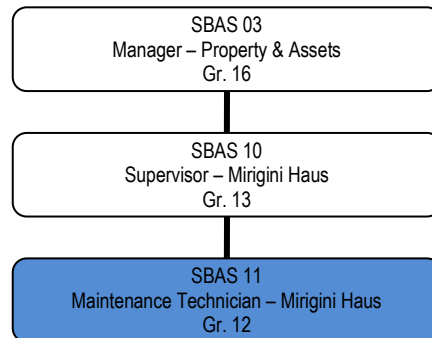
## 6. NATURE AND SCOPE

The job provides assistance role to the maintenance supervisor and reports directly to the Maintenance Supervisor.

It also ensures that the building is always maintained and in good condition for inhabitants.

The scope of the job is limited more within the Department as this position ensures the maintenance of Mirigini Haus only and effectively managed at all times.

### 6.1 WORKING RELATIONSHIPS



#### (a) Internal

- This position reports directly to the Supervisor, Mirigini Haus.
- Works closely with the Supervisor and other work colleagues.

#### (b) External

- Liaise with suppliers and contractors in obtaining building quotations and materials.

### 6.2 WORK ENVIRONMENT

The position is maintenance work and is located in Mirigini Haus Waigani, however, when required, official visits to building materials suppliers within and outside of National Capital District relating to the job is inevitable.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### Rules/procedures –

- Job operates within the precincts of the Public Service General Order, Business Processes, Public Building Board, DPM Circular Instructions.
- Constraints will be due to amendments to policies and legislations and restrictions imposed through government circulars and instructions like redrafting of building policies, practices and procedures.
- Maintain high level of confidentiality of information.

- Maintain high level of work ethics and professionalism.

**Decision-** Nil

**Recommendations** - Nil

## 8. CHALLENGES

Key challenges for the job include: ensuring effective organization of work in maintaining a very conducive safe environment for the Prime minister to work in and promoting service that enhances image of the department and public service as a whole.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

- A minimum of Technical College Certificate or Diploma in Carpentry, Plumbing and Electrical with Tradesman qualification.
- Must have basic trade tools

### (b) Knowledge: Must have excellent knowledge of the following:-

- Knowledge in all building works and maintenance requirements.

### (c) Skills - Ability to demonstrate the following skills at a high level:-

- Must have carpentry and plumbing skills.
- Computer literate.
- Good communication skills.

### (d) Experience

Minimum of three (3) years' work experience in similar role in Government or Private Sector.