



(PNG UNIVERSITY OF NATURAL RESOURCESE & ENVIRONMENT)

JOB DESCRIPTION

	POS. NO: UNRE PPME 021	
DEPARTMENT <i>University Of Natural Resource & Environment</i>	DESIGNATION/ CLASSIFICATION Artisan Welder	
OFFICE/AGENCY <i>CHANCELERY</i>	LOCAL DESIGNATION Artisan Welder	
DIVISION <i>Administration</i>	HIGHEST SUBORDINATE <i>BUILDING SUPERVISOR</i>	POS: NO. <i>UNRE PPME 011</i>
BRANCH	IMMEDIATE SUPERVISOR <i>BUILDING SUPERVISOR</i>	POS: NO. <i>UNRE PPME 011</i>
SECTION <i>Registry</i>	LOCATION <i>PNG UNRE Vudal, East New Britain</i>	

1 PURPOSE

The Artisan Welder /Metal Fabricator is responsible to the Building Supervisor and Planning and Estate Manager. Provide welding expertise advise to the Building Supervisor as and when required.

2 ACCOUNTABILITIES

- Assist in Managing the Welding/Metal Fabrication Section and provide assistance in terms of agriculture machinery, workshop, skills, farm structures and field engineering.
- Undertake project related welding duties within the University as and when required.

3 MAJOR DUTIES

- Assist Building Supervisor and Foreman Artisan Welder in all task and duties to pick up materials, clean the welding shop area and perform light maintenance on welding equipment.
- Supplying or holding materials or tools, and cleaning work area and equipment.
- Identifying and reporting of OHS issues.

POSITION AND PERSON SPECIFICATIONS

4 QUALIFICATIONS

- Welding Trades Certificate (Metal Fabrication & Welding) from a recognized institute with on job training.

5 KNOWLEDGE

- Occupational Health & Safety
- Familiar with the identification, usage of Welding tools and Machine and materials.

6 SKILLS

- Demonstrate good interpersonal skills
- Problem solving
- Ability to work to deadline and under pressure and to establish priorities
- Work with less supervision
- Good public Relation

7 WORK EXPERIENCE

- 3 years work experience and in supervisory roles.