



(PNG UNIVERSITY OF NATURAL RESOURCESE &amp; ENVIRONMENT)

**JOB DESCRIPTION**

	POS. NO: UNRE PPME 028	
DEPARTMENT <i>University Of Natural Resource &amp; Environment</i>	DESIGNATION/ CLASSIFICATION Artisan Welder	
OFFICE/AGENCY <i>CHANCELERY</i>	LOCAL DESIGNATION Artisan Welder	
DIVISION <i>Administration</i>	HIGHEST SUBORDINATE <i>DIRECTPR_ PLANNING</i>	POS: NO. <i>UNRE PPME 001</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.