



(PNG UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT)  
**JOB DESCRIPTION**

	POS. NO: UNRE PPME 017
DEPARTMENT <i>University Of Natural Resource &amp; Environment</i>	DESIGNATION/ CLASSIFICATION Artisan Plumber
OFFICE/AGENCY	LOCAL DESIGNATION Artisan Plumber
DIVISION	HIGHEST SUBORDINATE <i>DIRECTOR – 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>BURSARY</i>	LOCATION <i>PNG UNRE Vudal, East New Britain</i>

**HISTORY OF POSITION (Obtain from council decision records or DPM instruction/correspondences)**

UNRE FILE NO.	DATE OF VARIATION	DETAILS

**1. PURPOSE**

This position will be responsible to provide essential plumbing services to projects and to the campus operations as well as to staff housing and student dormitories.

**2. ACCOUNTABILITIES (for improvement, provide a given service on time)**

- Timely attention to plumbing requirements.
- Effective and efficient service provision to the administration plumbing needs.
- Ensure assessments are carried out, details for plumbing are recorded and reported for timely attention.
- Efficient and reliable maintenance of school pipes, toilets and sewerage.
- Timely advices from section head/Director.

**3. MAJOR DUTIES**

- Provide detailed plumbing reports for all project.
- Oversee all plumbing tasks.
- Ensure professionalism is maintained in performance of duties.  
Develop and maintain a reliable plan for sewerage and piping for all buildings.

#### **4. POSITION AND PERSON SPECIFICATIONS**

**(a) QUALIFICATIONS**

- Grade 10 certificate as well as Certificate in plumbing
- 5 years plumbing experience a bonus.

**(b) KNOWLEDGE (Policies/legislations/system/process)**

- Public Service Management Act
  
- PS General Order
- UNRE Act
- UNRE Statute

**(c) SKILLS (Know how/ability)**

- Self starter
- Should Posses some Supervisory Roles
- Public Relations

**(d) WORK EXPERIENCE**

- **5years work experience in piping and planning.**

