



(PNG UNIVERSITY OF NATURAL RESOURCES & ENVIRONMENT)
JOB DESCRIPTION

		POS. NO UNRE PPME 027
DEPARTMENT PNG University of Natural Resources & Environment	DESIGNATION/CLASSIFICATION Assistant Plumber	
OFFICE/AGENCY	LOCAL DESIGNATION Plumber	
DIVISION	HIGHEST SUBORDINATE Director – Planning	POS. NO. UNRE PPME 001
BRANCH	IMMEDIATE SUPERVISOR Building Supervisor	POS. NO. UNRE PPME 011
SECTION BURSARY	LOCATION PNG UNRE VUDAL, EAST NEW BRITAIN	

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 assistance with essential plumbing services 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 jobs are recorded and reported for timely attention.
- Efficient and reliable maintenance of school buildings.
- Timely advices from section head/Director.

3. MAJOR DUTIES

- Provide assistance with plumbing requirements where needed.
- Assist in undertake all plumbing tasks.
- Assist in providing reports to immediate supervisor regarding work undertaken.

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
- Public Relations

(d) WORK EXPERIENCE

- 5years work experience in Plumbing