



(PNG UNIVERSITY OF RESOURESE & ENVIRONMENT)
JOB DESCRIPTION

		POS. NO UNRE BML 001
DEPARTMENT PNG University of Natural Resources & Environment	DESIGNATION/CLASSIFICATION Supervisor. / Team Leader	
OFFICE/AGENCY Registry	LOCAL DESIGNATION Building Supervisor	
DIVISION Bursary	HIGHEST SUBORDINATE Estates Manager	
BRANCH Administration	IMMEDIATE SUPERVISOR Acting Estates Managr	POS. NO. UNNRE
SECTION ESTATES & SERVICES	LOCATION PNG UNRE, Vudal Campus, ENB PROVINCE	

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 supervisory role in construction, maintenance and repair to office, staff and students accommodation to high level standard.

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

- Timely attention to carpentry duties.
- Effective and efficient administration of delegated duties.
- Ensure activities in the field of carpentry are done accurately on a timely basis.
- Efficient and reliable construction and maintenance of school buildings, student dormitories and staff accommodation.
- Timely decision/advice from Estates Manager

3. MAJOR DUTIES

- Supervising carpenters on the ground and ensuring work is carried out and is in line with Building & Landscaping Manager.
- Provide estimates and ensure materials are used wisely and are stored away at the end of the day.
- Provide reports on carpentry matter that require attention
- Ensure job is efficiently carried out.
- Provide some advice to the Building Maintenance & Landscaping Manager
- Develop and maintain an attitude of effectiveness in duties especially in major building projects.

4. POSITION AND PERSON SPECIFICATIONS

(a) **QUALIFICATIONS**

- Bachelor's Certificate in building from a recognized institution.

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

- Public Service Financial (Management) Act
- Knowledge of Building ACT
- PS General Order
- UNRE Act
- UNRE Statute

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

- Be able to familiarize with building details
- Accurate in the performance of duties.
- Should possess Management/Supervisory skill
- Must be reliable, good character and safety conscious,
- Be a self-starter, able to meet deadline and work with minimum supervisor
- Demonstrated leadership and management capabilities.
- Public Relations

(d) **WORK EXPERIENCE**

- Five (5) years work experience in the field of building construction and maintenance.
- Experience in supervisory role