



(PNG UNIVERSITY OF NATURAL RESOURCE & ENVIRONMENT)
JOB DESCRIPTION

	POS. NO: UNRE PPME 016
DEPARTMENT <i>University Of Natural Resource & Environment</i>	DESIGNATION/ CLASSIFICATION FOREMAN ARTISAN PLUMBER
OFFICE/AGENCY	LOCAL DESIGNATION
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 project related and or plumbing services to the campus operations as well as to staff housing and student dormitories and also to projects.

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

- Timely attention to project related or operations plumbing requirements.
- Effective and efficient service provision to the administration plumbing needs for both projects and operations.
- 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 Director Planning and Head of Plumbing Section or Manager Estates.

3. MAJOR DUTIES

- Provide detailed plumbing reports for all project to Building Supervisor- Planning
- 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
- Budget planning for the section.

4. POSITION AND PERSON SPECIFICATIONS

(a) QUALIFICATIONS

- Tradesman Cert. NATTB in Plumbing
- Grade 10/12 certificate

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

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

(c) SKILLS (Know how/ability)

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

(d) WORK EXPERIENCE

- 5years work experience in piping and planning.
- 5 years experience in supervisory role