

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Batch Plant Tradesman	3. Salary Level: L17/16-15/14-13	4. Division: Civil Engineering Unit
5. Reports To: Principal Civil Engineer	6. Direct Reports: Site Engineer	
Primary Objective of the Position: To provide services and maintenance on all MISE plants include vehicles, small machines, light and heavy machines, and batch plants		

7. Position Overview	
9. Financial: NIL	10. Legal: Kiribati National Conditions of Service 2012 Traffic Act 2006 Civil Aviation Regulations Occupation Health and Safety
11. Internal Stakeholders: • Supervisor • Colleague To be referred to Manager: • Externally request of technical advices and assistance • Request • Complexity of fixing the batch plants	12. External Stakeholders: • Other Ministries • Public Servants • Rural Servants To be referred to Manager Proposal and Funding support

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- *KDP/KPA:*
- *MOP Outcome:*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Office Activities	1. Daily report inspection on machines status 2. Provide medium maintenance program 3. Provide service data program to be used 4. List of common spare parts required to order on a yearly basis	Recurrent activities manage to achieve on timely basis
Field Activities	5. Fix and repair all MISE plants and vehicles 6. Work under special conditions such as dust, chemicals, oily and wet environments. 7. To operate machines when need during execution of the task work. 8. Services all machines upon reaching their service date.	Weekly basis activities.
Supervision	9. Monitor the used of machines tools 10. Provide training to operators on how to maintain machine prior using onsite 11. Accompany machines when used for physical work both rural and urban area.	Successful completion of infrastructure construction and safekeeping of exiting infrastructures

10. Key Challenges	11. Selection Criteria
1) Diagnosis plants issues that dealt with computerization. 2) Limited spare parts materials locally, where modification of spare parts to ensure machines operational is the only option. 3) Proactive to know when the plants are about to fail	11.1 PQR (Position Qualification Requirement): Education: KIT Certificate I mechanic Experience: 1 years of working experiences on batch plants Job Training: To be trained on job

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	Prerequisite: NIL
	11.2 Key Attributes (Personal Qualities): 1. Knowledge • Coherent with appropriate standards • English Language • Customer Services • Education and Training 2. Skills: • Active listening • Critical thinking • Report writing • Advance in engineering solving problem • Well Communicate • Advanced using the inspection tools • Advance in Microsoft Project, Excel and Work 3. Attributes • Concern for others • Understand key of moral ethics • Self Control • Integrity • Team work

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