

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Heavy Plant Operators	3. Salary Level: L16-15	4. Division: Civil Engineering Unit
5. Reports To: Site Engineer	6. Direct Reports: Transport and Coastal Leading Hand	
Primary Objective of the Position: For operating MISE heavy machines for civil construction and maintenance work		

7. Position Overview	
9. Financial: NIL	10 Legal: Kiribati National Conditions of Service 2012 Traffic Act 2006 Civil Aviation Regulations Occupation Health and Safety Construction Guidelines
11. Internal Stakeholders: - Supervisor - Colleague To be referred to Manager: - Operating computerized machines	12. External Stakeholders: - Other Ministries - Public Servants - Rural Servants To be referred to Manager: Funding on spare parts and safety requirements

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 <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan:		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Office Activities	1. Report issue encounter during operating of machines	Recurrent activities manage to achieve on timely basis
Field Activities	1. Operate Heavy machines includes, excavators, graders, grane trucks, backhoe loader and loader 2. Responsibility to check machines condition prior operating 3. Responsible to change tyres when flat during operation work. 4. Responsible on his/her safety to operate the machines 5. Responsible on machines and makesure maintain good condition of machines. 6. Assist the mechanic to fix machines when down during operation work.	Successful completion of assigned activities
Supervision		

10. Key Challenges	11. Selection Criteria
1) Complexity of road features need to be maintained 2) Able to liaise with communities or recuirted casual labour to encourage them to work to their best of their capability. 3) Working overwater development.	11.1 PQR (Position Qualification Requirement): Education: Form 6 or Form 5 with 1 year of relevant work experience with operating Heavy Machines. Experience: 1 year of Operating Heavy Machines

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	Job Training: To be trained on job 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 • Carpentry • Well Communicate 3. Attributes • Concern for others • Understand key of moral ethics • Self Control • Integrity • Team work
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