

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy	3. Salary Level: L16-15	4. Division: Civil Engineering Unit
2. Position Title: Heavy Plant Operators	6. Direct Reports: Transport and Coastal Leading Hand	
5. Reports To: Site Engineer		
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: <ul style="list-style-type: none"> • Supervisor • Colleague <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Operating computerized machines 	12. External Stakeholders: <ul style="list-style-type: none"> • Other Ministries • Public Servants • Rural Servants <p>To be referred to Manager: Funding on spare parts and safety requirements</p>

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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<p>13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i></p> <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Office Activities	<ol style="list-style-type: none"> 1. Report issue encounter during operating of machines 	<p>Recurrent activities manage to achieve on timely basis</p>
Field Activities	<ol style="list-style-type: none"> 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. 	<p>Successful completion of assigned activities</p>
Supervision		

11. Selection Criteria	
11. Key Challenges	11.1 PQR (Position Qualification Requirement):
<ol style="list-style-type: none"> 1) Complexity of road features need to be maintained 2) Able to liaise with communities or recruited casual labour to encourage them to work to their best of their capability. 3) Working overwater development. 	<p>Education: Form 3 or Class 9</p> <p>Experience: 3 years of working experiences on infrastructures development</p>

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<p>Job Training: To be trained on job</p> <p>Prerequisite: NIL</p>	<p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none"> • Coherent with appropriate standards • English Language • Customer Services • Education and Training <p>2. Skills:</p> <ul style="list-style-type: none"> • Active listening • Critical thinking • Carpentry • Well Communicate <p>3. Attributes</p> <ul style="list-style-type: none"> • Concern for others • Understand key of moral ethics • Self Control • Integrity • Team work
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