

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: Ministry of Line and Pheonix Islands Development		
2. Position Title: Tyreman	3. Salary Level: 19 -17	4. Division: HMM
5. Reports To: Leading hand	6. Direct Reports: nil	
7. Primary Objective of the Position: Replacing and Repairing of Tyres for Government and Companies Vehicles.		

8. Position Overview		
<p>9. Financial: Nil</p>	<p>10 Legal:</p>	
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Employees • Administrators • Supervisors • MLPID Divisions <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Reporting of malfunction and failure of tire Machine to leading hand. 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Other Ministries • Customers • NGOs • SOE's <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Working/Serving the above stakeholders 	
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes

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.

Approved by:	Date of Issue:
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<ul style="list-style-type: none"> Repair tyres for Light Vehicles 	<ul style="list-style-type: none"> Check and set tyre machine before operating Ensures appropriate dismounting and mounting of tires installing new tires on vehicles, repairing or replacing damaged tires, performing routine maintenance of balancing and rotating tires. 	Report to Leading hand
<ul style="list-style-type: none"> Repair tyres for heavy machinery 	<ul style="list-style-type: none"> Check the tire changer machine before operating to make sure it is working properly. Ensures appropriate dismounting and mounting of tires Install and replacing of tyres and seal puncture. Check the inflator according to tyre PSI 	Report to Leading hand
<ul style="list-style-type: none"> Facilitate and OHS 	<ul style="list-style-type: none"> Report any damage or malfunction of tyre changer machine and air compressor Clean tyre shop and machines Comply with health safety regulation 	To avoid any risk and to prolong the quality of tyre machines and air compressor
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	
<ul style="list-style-type: none"> 		

10. Key Challenges	11. Selection Criteria
	<p>11.1 PQR (Position Qualification Requirement): Education: Class 9 or one year driving within the Ministry</p> <p>Experience: N/A</p> <p>Job Training: N/A</p> <p>Prerequisite: N/A</p>

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	<p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none">- Mechanical- Transportation- Public Safety and Security <p>2. Skills:</p> <ul style="list-style-type: none">- Equipment Maintenance- Active Listening- Speaking <p>3. Attributes</p> <ul style="list-style-type: none">- Respect to all staff- Smart to carry out what was needed by officers- Reliable and trust or honest- Flexible

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