



Hagen Central, Building D
Section 16, Lot 4-9
P.O. Box 587, Mt Hagen, WHP 281,
Papua New Guinea
Phone: 5421577 Fax: 5423638
Email: pat.duckworth@tininga.com.pg

JOB DESCRIPTION - Ref: JD.CC-CC-CC

Date: 08th July 2025

Employee:

Position: WORKSHOP FOREMAN

Key Role: Supervise Workshop and maintenance activities related to Generators, Fleet and Forklifts.

REPORTING TO THE MAINTENANCE MANAGER, HAS THE OVERALL RESPONSIBILITY TO ENSURE ALL MAINTENANCE ACTIVITIES ARE PLANNED, ACTIONED, AND FOLLOWED UP WITH THE INTERNAL/EXTERNAL CUSTOMERS. ACCOUNTABLE TO KEEP THE WORKSHOP NEAT AND ORGANISED AND ENSURE SPARE PARTS ARE MANAGED.

DETAILED JOB DESCRIPTION:

1. Mechanical Skills:

- Demonstrate good skills in car/light truck/Forklift maintenance, troubleshooting, and repair.
- Demonstrate good skills in backup Generator (50 to 550kVA) maintenance, trouble shooting, and repair. Lead the monthly inspection and preventative/planned servicing.
- Demonstrate good skills in Manufacturing, Kitchen equipment maintenance, troubleshooting and repair

2. Planning Skills:

- Ability to plan for maintenance in advance, sourcing and maintaining sufficient resources, spare parts and consumables to ensure the planned maintenance occurs in a timely and effective manner
- Plan out the monthly preventative maintenance program and ensure all stakeholders are kept informed of delivery against it including monthly reports
- Maintain storage of sufficient spare parts and consumables to support unplanned breakdown maintenance, and lead the stock take of the same.

3. Administration:

- Maintain accurate records of maintenance activities in the workshop and gensets.
- Create and manage maintenance schedules to optimize equipment performance.

4. Team Collaboration:

- Work with Peers to coordinate work activities of the maintenance resources.
- Foster a collaborative and positive working environment within the maintenance department and with peers, stakeholders and clients
- Track maintenance performance using simple KPI metrics

5. Adaptability and Flexibility:

- Respond promptly to emergency maintenance requests, even during non-standard hours.
- Be available to work extended hours and weekends when required to address urgent issues



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Qualifications:

- Trade or Tertiary qualification as technician, mechanic or engineer
- Proven experience as Workshop Foreman or similar.
- Good background in maintenance and repair.
- Good organizational and administrative skills.
- Ability to work effectively in a team-oriented environment.
- Willingness to work flexible hours, including weekends and extended shifts.
- Strong communication and coordination skills.

Health Condition:

- In good health and no adverse health conditions. Able to undergo a health test as directed.

Drivers Licence:

- Valid Overseas/Local Licence