



**Innovative University of Enga, PO Box 387, Wabag, Enga Province,
Papua New Guinea**

JOB DESCRIPTION

Position Title: Chief Mechanic

Department: Fleet Services

Reports To: Fleet Manager

Location: Wabag, Irelya Campus

Employment Type: Full-Time

Position Purpose

The Chief Mechanic is responsible for supervising the maintenance, repair, servicing, and inspection of all University vehicles, machinery, and mechanical equipment. The position ensures the University's fleet remains safe, reliable, and operational while maintaining high standards of workmanship and workplace safety.

Key Responsibilities

Vehicle Maintenance and Repairs

- Diagnose mechanical and electrical faults on university vehicles and equipment.
- Perform routine servicing, repairs, and preventive maintenance.
- Inspect vehicles to ensure they meet roadworthy and safety standards.
- Conduct engine overhauls, brake repairs, suspension repairs, and other mechanical work.
- Ensure repairs are completed efficiently and according to manufacturer specifications.

Workshop Management

- Supervise mechanics and workshop personnel.
- Allocate daily work assignments and monitor productivity.
- Maintain workshop tools, equipment, and machinery.
- Ensure the workshop remains clean, organized, and safe.
- Recommend procurement of workshop equipment and spare parts.

Fleet Support

- Assist the Fleet Manager in developing preventive maintenance schedules.
- Maintain vehicle maintenance records and repair histories.
- Conduct emergency roadside repairs when necessary.
- Monitor spare parts inventory and recommend replenishment.

Compliance and Safety

- Ensure compliance with occupational health and safety regulations.
- Promote safe work practices within the workshop.
- Ensure proper disposal of hazardous mechanical waste.
- Report accidents, incidents, and equipment failures promptly.

General Duties

- Assist with vehicle inspections before procurement or disposal.
- Provide technical advice on vehicle maintenance.
- Perform any other duties assigned by the Fleet Manager.

Qualifications and Experience

- Trade Certificate in Automotive Mechanics or Heavy Equipment Maintenance.
- Mechanical Trade Certification recognized in Papua New Guinea.
- Minimum of five (5) years' experience as an automotive mechanic.
- Supervisory experience is desirable.

Knowledge and Skills

- Advanced vehicle diagnostic and repair skills.
- Knowledge of diesel and petrol engines.
- Knowledge of hydraulic and electrical systems.
- Excellent troubleshooting abilities.
- Good record-keeping skills.
- Computer literacy.
- Strong communication skills.

Key Competencies

- Technical Expertise
- Leadership
- Problem Solving
- Teamwork
- Attention to Detail

- Safety Awareness
- Integrity
- Time Management

Performance Indicators

- Vehicle downtime minimized.
- Timely completion of repairs.
- Compliance with maintenance schedules.
- Workshop safety maintained.
- Accurate maintenance records.
- Efficient use of spare parts and workshop resources

Interested Applicants are encouraged to submit the following documents:

- ✓ **Current Curriculum Vitae (CV)**
- ✓ **Certified Academic Qualifications and Transcripts**

Please send all application materials via email to: recruitment@iue.ac.pg

Address to:

Ms. Kessie Makeu (Recruitment Chair)

Innovative University of Enga

PO Box 387

Wabag, Enga Province, Papua New Guinea

Note: Only shortlisted candidates will be contacted for an interview