

## Position Description

Vacancy Title: **Light Vehicle Workshop Senior Technician/Supervisor**

Location:

Reports To: **None**

### Objective

This role ensures that workshop operations are led effectively, and technical expertise is applied across a diverse fleet of light vehicles, diesel engines, and mechanical assets. The role is critical to maintaining service quality, equipment uptime, staff development, and compliance with safety and technical standards.

### Outcomes

#### Organisational Stakeholders

##### 1. Technical Maintenance and Repairs Are Delivered to Standard

- Light vehicles, diesel trucks, forklifts, and generators are serviced and repaired in line with manufacturer specifications.
- Diagnostic procedures are conducted using appropriate tools and equipment.
- Preventive maintenance schedules are implemented and adhered to.
- Faults and defects are accurately identified, and corrective actions are executed.
- Service records and technical documentation are updated and maintained.

##### 2. Workshop Team Is Supervised and Supported

- Technicians and apprentices are mentored, supported, and performance managed.
- Daily work plans and task allocations are organised to ensure timely completion.
- Technical training and upskilling of team members are delivered as required.
- Staff adherence to quality, technical, and safety standards is monitored and enforced.
- A team culture of accountability, communication, and continuous improvement is fostered.

##### 3. Quality Control and Safety Compliance Are Maintained

- Workplace health and safety regulations are implemented and observed across all workshop activities.
- Safety briefings, tool box talks, and hazard identification processes are facilitated.
- Hazardous materials are handled and disposed of in line with environmental standards.
- Workshop certifications and safety documentation are monitored and updated.
- Compliance gaps are identified and corrective actions are undertaken.

##### 4. Administrative and Customer-Facing Functions Are Completed

- Work estimates, job cards, and service quotes are prepared and submitted accurately.
- Spare parts inventory is monitored and replenished in coordination with suppliers.
- Workshop tools and assets are maintained and calibrated where required.
- Reports on workshop output, staff performance, and asset utilisation are compiled.
- Customer concerns and technical queries are responded to in a professional manner.

### Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Risk Management	Analyse and manage risk.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Communication	Exchange information through verbal communication
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
<b>People</b>	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.

Competence	Description
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.
Operational	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.
Health and Safety	Establish and maintain a safe and healthy work environment.
Environment	Establish and maintain an environmentally friendly organisation

Qualifications

Qualification	Discipline	Notes
Preferred		
Other		Trade qualification in Automotive/Diesel Technology or equivalent.

Work Knowledge and Experience

Minimum 5-7 years experience in diesel engine and light vehicle repair.
Proven experience with small stationary diesel engines.
Experience servicing SUVs, light trucks, forklifts, and generators.
Proficiency with diagnostic equipment and computer-based systems
Knowledge of hydraulic and electrical systems
Understanding of diesel fuel injection systems
Experience with various diesel engine brands (Cummins, Caterpillar, Perkins, etc.)
Ability to read technical manuals and wiring diagrams
Strong leadership and communication skills

Requirements

Regulatory Compliance Requirements

Valid Papua New Guinea driver's license.. Current safety certifications (First Aid, Workshop Safety).. Relevant diesel engine and hydraulics certifications preferred.
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Other Required Requirements

Desirable Requirements
<ul style="list-style-type: none"><li>• Post-trade qualifications or advanced certifications</li><li>• Current safety certifications (First Aid, Workshop Safety)</li><li>• Experience with fleet management systems</li><li>• Knowledge of emissions standards and environmental regulations</li><li>• Previous experience in Papua New Guinea or similar tropical environment</li><li>• Multilingual capabilities (English, Tok Pisin, local languages)</li></ul>
What We Offer
<ul style="list-style-type: none"><li>• Competitive salary package commensurate with experience</li><li>• Performance-based incentives</li><li>• Professional development opportunities</li><li>• Stable employment with a growing, established company</li><li>• Health and safety support</li><li>• Team-oriented work environment</li></ul>

Interactions

Type	Interaction	Comments
Internal		
	Operations manager	

Type	Interaction	Comments
External		
	Customers	
	Suppliers	

## Attributes

### Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

### Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Perceptive	Shows keen insight and understanding of issues or situations.
Team Oriented	Enjoys being with others as part of a group or team.

### Thinking Styles

Challenger	Queries, tests information/beliefs and provokes thought.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Well organised	Controls tasks in a well thought out and critical manner.

## How To Apply

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## Contact for Enquiries

Contact Name: Elizabeth Cama

Contact Email: elizabeth@maxumise.com

Further Contact Information: What We Offer • Competitive salary package commensurate with experience • Performance-based incentives • Professional development opportunities • Stable employment with a growing, established company • Health and safety support • Team-oriented work enviro

Closing Date: 17 Oct 2025