

SCHEDULE 1

POSITION DESCRIPTION

Position Title:	Mechanical Tradesman	Agreed by employee:	
Department Sections: /	Facilities and Assets Maintenance	Approved by employee manager:	
Division:	Regional Airports	Approved by MHR:	
Location:	Gurney Airport, Alotau, Milne Bay Province	Position Band:	
Reports to:	Airport Operations Manager (Operationally) Manager Assets and Facilities (Technically)	Date Prepared:	1-Jun-26
Direct Reports :	Nil	Evaluation Date:	

POSITION SUMMARY;

The Mechanical Tradesman is responsible for carrying out preventative, corrective, and breakdown maintenance activities on mechanical infrastructure, plant, vehicles, equipment, and airport facilities to ensure the safe, reliable, and continuous operation of airport services.

The position supports the Facilities & Assets Maintenance function by executing approved work orders, conducting inspections, troubleshooting equipment failures, maintaining maintenance records, and contributing to the development and continuous improvement of maintenance programs across Regional Airports.

All maintenance activities shall be performed in accordance with National Airports Corporation (NAC) policies and procedures, manufacturer recommendations, applicable PNG legislation, PNG Civil Aviation Rules (CAR Part 139), ICAO standards, and workplace safety requirements.

KEY FUNCTIONS AND RESPONSIBILITIES:

- Carry out routine preventive maintenance activities on all mechanical assets as directed through approved work orders issued by the Facilities and Assets Maintenance Section. These activities cover the following:
 - Conveyors, scales and baggage Handling Systems
 - Tractors
 - Generators
 - Air Conditioning Units
 - Fire pumps and Domestic Water Pumps
 - Sliding and roller doors
 - Submergible and bore pumps
 - Motor vehicles
 - Fire tender trucks
 - Lifting platforms
 - Lift/ escalators
- Utilize NAC-approved Computerized Maintenance Management Systems (CMMS), including TechOne, Veoci, MaintainX, MEX, or any future approved system, to execute and record maintenance activities.
- Carry out mechanical troubleshooting to identify failures and provide detailed failure reports with recommended corrective actions

- Identify and report on equipment spares availability and re-order point/ quantities
- Provide detailed equipment logs
- Utilize the work order system (TechOne and Veoci) to implement and execute maintenance works/ tasks
- Adhere to workplace safety practices and the use of proper protective equipment (PPE) when carrying out work
- Ensure to establish, monitor and maintain exemplary housekeeping standards in the Team.
- Work as part of a team assisting other trades.
- Carry out fabrication tasks involving welding, grinding and oxy acetylene cutting.
- Ensure all jobs on the weekly maintenance schedules and break-in jobs are completed within the same scheduled week.
- Ensure that preventive maintenance of scales, generators and fire truckers are completed in a timely manner.
- Respond to emergency calls as needed.
- Routinely inspect all Mechanical Equipment and raise Corrective Maintenance jobs in MEX CMMS for planning and execution depending on its urgency.
- Assist the maintenance planner to scope out corrective maintenance jobs for execution in the future.
- Assist the maintenance planner in the development / improvement of PMs for equipment to ensure maintenance programs are suited to maintaining the asset in a timely manner
- Routine servicing, maintenance and repair record requirements are confirmed.
- Records of routine servicing, maintenance and repairs are kept in accordance with workplace procedures.

ESSENTIAL REQUIREMENTS:

- Trade Certificate in Mechanical Engineering, Heavy Equipment Fitting, Diesel Fitting, Plant Maintenance, or an equivalent recognized mechanical trade qualification. A Diploma qualification is desirable.
- Other training / courses related to metal fabrication, repair and maintenance.
- 5 – 10 years of experience in a heavy equipment fitter role or similar
- Able to work under pressure with minimal supervision and deliver to expectations.
- Reasonable computer skills
- Fair knowledge in the use of CMMS for preventative maintenance works and the work order system
- Be able to read P&ID drawings and schematics
- Physically fit and capable of performing maintenance duties in operational airport environments, including working outdoors, at heights, and in confined spaces where required
- Able and willing to work odd hours and on weekends.
- Good communication and interpersonal skills
- Holder of a valid PNG Driver's Licence. A Heavy Vehicle Licence or Class 6 endorsement is desirable..
- Must have own trade tools