

Job Description

May 2023

Title	Transport Supervisor –
Position	Transport Supervisor-Goroka
Department	Corporate Affairs and Support Services
Reporting To	Infrastructure & Major Asset Manager

Scope of Position (Short paragraph describing the main aspects of the role)

This position is responsible for maintenance on all IMR vehicles and the management of transport at the Goroka site.

Position Requirements (List of main responsibilities and the outcomes/standards required)

<u>Main Responsibilities</u>	<u>Required Outcomes</u>
1. Supervise maintenance and repair of all IMR vehicles in Goroka.	Develop preventative maintenance schedule for vehicles and generator. Carry out preventative maintenance and repairs according to schedule.
2. Coordinate all appropriate registrations, insurances of vehicles and licencing are current.	Develop inventory and schedule for all vehicle registration renewals. Vehicles comply with PNG laws and regulations at all times.
3. Manage and verify issue and renewal of all driver licenses in PNGIMR, Goroka.	Develop inventory and schedule for all drivers' licenses renewal. Drivers comply with PNG laws and regulations at all times. New drivers are assessed and driving skills verified before issue of PNGIMR driving permit.
4. Develop or maintaining a record management system for all IMR vehicles.	Compile accurate records of maintenance and repair for all vehicles. Ensure that records are easily retrievable and transparent.
5. Monitoring use of motor vehicles	Develop or maintain daily and weekly vehicle operation schedule. Ensure that motor vehicles are clean daily for operations. Motor vehicles are always used in accordance with IMR policies and procedures.
6. Supervising Goroka drivers and the mechanic.	Develop or maintain daily and weekly roster for drivers. Assign daily and weekly task for drivers and the mechanic. Staffs are provided with appropriate leadership in accordance with the organisations policies and procedures.
7. Monitoring of fuel usage.	Monitor daily and weekly use of fuel. Develop a transparent system of dispensing fuel for vehicles, generator and incinerator.
8. Management of light vehicle workshop.	Monitoring of workshop tools, parts and consumables. Ensure tools, parts and consumables are strictly used only on PNGIMR Vehicles.
9. Provide Training and Development for transport staff.	Identify training necessary for staff development. Conduct training necessary for staff and casuals.
10. Review and appraise Drivers.	Appraise staff performance without fear, or favour, and solely on performance and productivity.
11. Conduct regular meetings with transport staff.	Develop a schedule a daily or weekly meetings for transport staff. Conduct schedule safety briefings for transport staff.
12. Providing a regular Progress Report to Section Manager.	Provide a monthly progress report to the Infrastructure and Major Asset Manager.
13. Ensure that all IMR Goroka vehicles are	Vehicles are in good running condition prior to leaving site: pre-

<p>checked on a daily basis prior to first use for:</p> <ul style="list-style-type: none"> - sufficient petrol - required oils - required brake fluid - required water and other fluids - tyres in good condition 	<p>service performed before long distance travels.</p>
<p>14. Report all major and minor accidents to Deputy Director CASS and Director.</p>	<p>Report all Major accident ASAP to Deputy Director – CASS and Director. Report all Minor accident within 24hrs to Deputy Director – CASS.</p>
<p>15. Comply at all times with IMR's policy and best practice guidelines for occupational health and safety in the workplace.</p>	<p>Ensure a safe and healthy work environment at all times.</p>
<p>16. Other duties as required.</p>	