



## MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

### DIVISIONAL ENGINEER (WORKS) CENTRAL EASTERN

**JOB ROLE: FOREMAN (BUILDINGS)**

#### CORPORATE INFORMATION

1. **Position Level:** Salary Band F
2. **Salary Range:** \$22,528.74 to \$28,883.00
3. **Duty Station:** Walu Bay, Suva.
4. **Reporting Responsibilities:**
  - a) **Reports To:** Supervisor Workshop
  - b) **Liaises with:** Other Foreman, Engineer, Technical Assistant, Storeman, Accounting Staff, HR Staff
  - c) **Subordinates:** Leading Hand

#### POSITION PURPOSE

The position is responsible to ensure the efficient and effective operations of the electrical workshop unit (generator and motor repairs) and the services unit (air conditioning, refrigeration and elevators).

#### KEY RESPONSIBILITIES/KEY RESULT AREAS (KRAs)

The position will achieve its purpose through the following key duties:

1. Ensuring the efficient and effective operation of the electrical workshop (generator and motor repairs) and the services units (air conditioning, refrigeration and elevators).
2. Supervise and manage the workshop and services staff and allocated resources to enable the optimum performance within allocated budget.
3. Liaise with current and potential clients to market the services and gain work for the section.
4. Carry out survey, estimate and inspection of works in a timely manner and according to international and national standards for electrical, air conditioning and refrigeration and elevators.
5. Monitor and analyze work activities and reports to identify and propose courses for improvements of services and standards of operation on a regular basis.
6. Communicate management directives and instructions to staff and ensure that these are adhered to.
7. Ensure Occupational Health Safety (OHS) compliance.
8. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and other activities where required.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Timely completion of the work in compliance with national and AS/NZS standards and within allocated time and funds.
2. Timely and accurate submission of plans and reports.
3. Timely execution of maintenance and repair programs to enable the continuous operation of the generating units.
4. Full compliance to OHS requirements and policy.

## **PERSON SPECIFICATION**

In addition to form 7 or Year 13 pass and a Trade Diploma in Electrical Engineering (or equivalent) the following Knowledge, Experience, Skills and Abilities are sought to successfully undertake this role:

### **KNOWLEDGE AND EXPERIENCE**

1. At least 3 years' of work experience in the required field or more than 6 years demonstrated experience in a similar position in any electricity generating based organization.
2. Technical knowledge and working experience in the use of the AS/NZS 3000:2007 wiring standards.
3. Working knowledge and experience in operation and maintenance of generators, motors, control wiring, air conditioning and refrigeration.
4. Working knowledge and experience in elevator and lift operation and maintenance.
5. Practical knowledge and working experience in survey, scoping and planning electrical projects.
6. Knowledge of electrical grid works (overhead/underground) and accessories.

### **SKILLS AND ABILITIES**

1. Dedicated and thorough with high level of accuracy and attention to detail.
2. Demonstrated ability to effectively work within a team, manage staff and resources.
3. Analytical and problem solving skills.
4. Demonstrated ability to use Microsoft office products, especially Excel and Word.
5. Demonstrated ability to analyze data and extract useable information for better decision making at a management level.
6. Demonstrated ability to lead teams in the timely and accurate execution of works with limited budget and timelines.
7. Good interpersonal and communication skills.
8. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization.

### **Personal Character and Eligibility**

Applicants for employment in the Ministry of Infrastructure and Meteorological Services must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.