



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

DIVISIONAL ENGINEER (WORKS) WESTERN

JOB DESCRIPTION: Foreman (Fitting shop)

CORPORATE INFORMATION

1. **Position Level:** Salary Band F
2. **Salary Range:** \$22,528.74 - \$28,883.53
3. **Duty Station:** Department of Works – Lautoka
4. **Reporting Responsibilities:**
 - a) **Reports To:** Supervisor Fitting shop
 - b) **Liaises with:** Staff from across all Divisional Engineers Western, Accounts Section, Ministry of Infrastructure and Transport
 - c) **Subordinates:** Tradesman & Apprentice

POSITION PURPOSE

The position supports the functions of the Divisional Engineer (Works) Western in executing, monitoring, controlling and reporting on the workshop program as approved by the supervisor.

KEY RESPONSIBILITIES/KEY RESULTS AREA (KRA)

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

Diagnose and effect repairs on plants and machines in the workshop.

1. Assign daily work chores to staff in workshop.
2. Supervise workmen.
3. Arrange for timely procurement of materials.
4. Report on physical progress of works.
5. Preparing meetings and monthly progress reports.
6. Liaise with subordinates on their grievances and concerns.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Proper scheduling of work tasks and division of labor.
2. Materials readily available.
3. Timely submission of comprehensive reports.
4. Highly motivated staff.

PERSON SPECIFICATION

In addition to a Trade Certificate in Fitting & Machining, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles:

KNOWLEDGE AND EXPERIENCE

1. At least 5 to 7 years' experience in a related field.
2. Knowledgeable in the maintenance of workshop machines and plants.
3. Demonstrated ability to read engineering drawings.

SKILLS AND ABILITIES

1. Effective Leadership & interpersonal skills
2. Diagnostic skills.
3. Team building skills able to motivate and train staff
4. Analytical and problem solving
5. Attention to detail and high level of accuracy
6. Computer skills.

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 of Infrastructure and Meteorological Services is an Equal Employment Opportunity Employer. Applicants 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