



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

DIVISIONAL ENGINEER (WORKS) NORTHERN

JOB DESCRIPTION: Foreman (Tractorshop)

CORPORATE INFORMATION

1. **Position Level** : Salary Band F
2. **Salary Range** : \$22,528.00 - \$28,883.00
3. **Duty Station** : Labasa
4. **Reporting Responsibilities:**
 - a) **Reports To** : Supervisor Higher Grade (Plant Pool)
 - b) **Liaises with** : Staff within and across clients Departments and Divisions
 - c) **Subordinates** : Mechanic, Auto Electrician, Panel Beater

POSITION PURPOSE

The position supports the function of the Divisional Engineer Works (Northern) through the supervision of mechanical trades and skilled employees to ensure assigned work conforms to quality, time and productivity requirements.

KEY RESPONSIBILITIES/KEY RESULTS AREA (KRA)

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

1. Supervise and monitor the work of subordinates and ensures the efficient operation of the tractorshop;
2. Provide details of repair and job estimates to clients through general inspection of plants and evaluation of defects;
3. Ensure that work is performed as per the Job Request Sheet (JRS) and work schedule;
4. Assists in the actual performance of vehicle maintenance and repair, including major overhauls to transmissions, engines, differentials, front ends, brake adjustments and relining, electric and gas welding, accident repairs and painting;
5. Make requests for procurement of parts when necessary;
6. Ensure that work are carried out according to specifications;
7. Ensure housekeeping is ongoing by maintaining a clean and safe workplace;
8. Compile and submit reports on weekly repairs to the Supervisor Higher Grade (Plant Pool).

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators.

1. Timely completion of quality work with correct specification requirements and customer satisfaction;
2. Increased profit through service delivery;
3. Achievement of targeted outputs within budgeted allocations;
4. Timely submission of weekly repairs report;
5. Zero injuries to workers;

PERSON SPECIFICATION

In addition to a Trade certificate in Automotive Engineering (Heavy Mobile Plant), Diploma in Mechanical/Automotive Engineering and/or Advanced Diploma in Mechanical/Automotive Engineering the following knowledge, experience, skills and abilities are required to successfully undertake these roles:

KNOWLEDGE AND EXPERIENCE

1. At least 5 years of working experience in a mechanical field;
2. Must have a complete knowledge in identifying the various parts of plants and machines;
3. Must have a thorough knowledge of the heavy machineries Parts Manual;
4. Must have some knowledge of the procurement process.

SKILLS AND ABILITIES

1. Must have the skill in troubleshooting and diagnosing any mechanical breakdowns on heavy mobile plants;
2. Demonstrate the ability to repair and carry out maintenance work on all types of heavy mobile plants;
3. Ability to motivate others, with good communication and interpersonal skills;
4. Demonstrate ability to work effectively within a team;
5. Demonstrate ability to control and monitor utilization of resources and maximize the benefits.

Personal Character and Eligibility

Application 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 successfully 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. Applicants are encouraged from all eligible, qualified applications. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability.