



## Position Description

Vacancy Title: **Pilot Boat Engineer**

Location: **Suva**

Reports To: **Pilot Boat Master (v 4.00)**

### Objective

Responsible for the general maintenance and servicing of the Pilot Boat engines, and the cleanliness and safety of the Pilot Boats. This role reports to the Pilot Boat Master.

### Outcomes

#### Organisational Stakeholders

1. Maintenance and servicing of the Pilot Boat engines conducted in an efficient and timely manner:

- Daily operating checks conducted on engines, electrical and electronic equipment on board boats
  - scheduled maintenance carried out on engines
    - maintenance of the Pilot Boat engines conducted every 100 hours or 3 months with records maintained
  - development and upkeep of the Maintenance Register for engines ensured
- Maintenance and upkeep of the Pilot Boat ensured at all times
  - daily general clean up of the pilot boats overseen and ensured at all times
- Surround safety checks conducted before departure of Pilot Boat at all times
- Efficient berthing and mooring of the Pilot Boat ensured
  - fixture of the Pilot Boat on to the safety line ensured for boarding and off-boarding

2. Safety checks conducted effectively with required records maintained and updated efficiently:

- Safety of pilots and personnel boarding to and from vessel ensured according to the safety checklist provided by the MSAF,OHS and Enforcement Unit.
  - Safety of Port Pilots and other personnel disembarking and embarking the Pilot Boat ensured at all times
- Daily checks and test of all navigational aids conducted efficiently
  - provide immediate reports on any issues/defects

3. All required departmental operational objectives addressed and completed in a timely and efficient manner:

- The log book for every movement recorded and updated
- Provide Monthly reports provided as required
- Effective assistance provided to the Pilot Boat Master as and when required

4. Contributions made to the organisation's success proactively:

- Deadlines and service level agreements met at all times
- Any other work-related task assigned by the Management that is within the capacity of the position holder is performed; teamwork is demonstrated
- Contributions made towards the organization's efficiency and improved productivity within -
  - cost reduction initiatives
  - process/systems improvement initiatives
- Contributions made towards the organization's profits in line with the scope of the work
- Modern technology and innovative methods used to achieve results

5. The organisation's image and value standards demonstrated and upheld at all times:

- Confidentiality of all communications upheld at all times
- A professional and amiable relationship maintained with all stakeholders

### Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.

#### Customer

Competence	Description
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
<b>Operational</b>	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.
Health and Safety	Establish and maintain a safe and healthy work environment.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Certificate	Class 5 Engineer.	Valid Certificate of Competency

## Work Knowledge and Experience

- Minimum of 3 years of experience in a similar role
- Demonstrated knowledge of the ISPS code
- Proficient in the use of VHF Radio
- Reasonable proficiency with Microsoft Office and FPCL online reporting systems

## Requirements

### Language Proficiency

- Good interpersonal/communication skills
- Successful completion of Level 2 Speaking and Writing Test

### Regulatory Compliance Requirements

- OHS
- First Aid
- First Aid at Sea
- Fire Fighting

### Skills Assessment

- Good time management skills
- Safety management skills
- Outboard Engine Mechanics Speciality

## Other Required Requirements

- No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	All staff	
	Operational staff	
<b>External</b>		
	Customers/Clients	
	Stakeholders	

## Attributes

### Behavioural Styles

- Accountable: Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.

Integrity Adherence to moral and ethical principles; soundness of moral character; honesty.  
Reliable Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

#### Interpersonal Styles

Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.  
Self Sufficient and Assured Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities  
Team Oriented Enjoys being with others as part of a group or team.

#### Thinking Styles

Conscientious Demonstrates a sense of right and wrong and a personal obligation to do the right thing.  
Initiative Takes action and makes decisions without the help or advice of other people.  
Well organised Controls tasks in a well thought out and critical manner.

## How To Apply

Online

### Contact for Enquiries

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**Closing Date: 27 Nov 2024**