

Position Description

Vacancy Title: **Foreman Steel**

Location: **Suva**

Reports To: **Works Supervisor (v 1.00)**

Objective

Responsible to plan, direct and facilitate quality ship repair, heavy industries and construction service in compliance with ISO/IACS standards. This role reports to the Works Supervisor.

Outcomes

Organisational Stakeholders

1. Lead and manage your department to ensure projects are executed in timely and efficient manner.

- A detail work schedule is prepared for all projects from the FSHIL master work schedule.
- Department detail work schedule is prepared within 3 working days from receiving the master work schedule.
- Detailed work schedule is submitted to all relevant stakeholders in a time manner.
- All changes to detail work schedule are communicated to the relevant stakeholders in a timely manner.
- All projects are completed according to the agreed scope of work, specifications, cost and hours provided in the job card.
- All projects are completed with best quality and efficiently meeting the customer requirement and satisfaction.

2. Plan, control and monitor manpower and materials allocated to your department for each project effectively and efficiently.

- Task is assigned to all employees on daily basis with specific amount/area of work to be performed within allocated hours.
- Close monitoring on the worksite to avoid idle time from employees and providing technical advice to the team.
- Timely requisition and delivery of required materials on the work site.
- All materials are used in the most cost-effective manner avoiding any wastage and remaining materials safely returned to the stores upon completion of each project.

3. All company tools, machinery and equipment provided to your department is used for its designed purpose, according to its operating procedure manual and always handled with care.

- All tools, machinery and equipment are used carefully and serviced on time.
- All tools, machinery and equipment are carried to the worksite carefully and returned to stores/workshop upon completion of each day's task.
- All tools, machinery and equipment are audited and reconciled with stores and missing items are timely reported.
- All tools, machinery and equipment are collected from and exiting employees and returned to stores.

4. All administrative functions of the department handled systematically and efficiently.

- Daily Department Update Report is filled, approved and submitted to HR Department before COB daily.
- Daily Activity in The Box (AIB) is accurately filled, tallied, approved and submitted to Human Resources Department by 10.00am next day.
- All employee leaves are collected, verified, approved and submitted to Human Resources Department timely.
- Manpower Request Form is accurately filled, approved and timely submitted to HR Department.
- Daily Department Update Report submitted to Human Resources and Management Team by 12.00pm every day including;
 - Employee Attendance
 - Manpower allocation and planning
- Detail update on WIP including progress percentage and planned completion date for each project.
- Brief plan for next day's work.
- Detail Work Schedule derived from the Master Schedule and submitted to Work Supervisor and HR Department before starting a new project. Any variations in the Detail Work Schedule is efficiently communicated.
- Monthly Department Update Report is submitted to the FSHIL Management Team in a timely manner.

5. Quality and Efficient Services Delivery is assured

- FSHL Quality Checklists are used before and after every task.
- Hot works
- Defects are rectified and removed to meet IACS standards.
- Cropped out plate's edges are properly prepared, inserted and welded in accordance to IACS, verified by ship owner's rep and QAO for record keeping.
- Knowledge of mechanics, shop mathematics, metal properties, layout, and heating procedures are applied.
- Jigs for erection of members during new construction or refit to maintain quality of services and products are prepared.
- Clients are accurately advised about the materials being used for finished products.

6. Occupational Health and Safety compliance.

- Housekeeping through 5S is executed.
- Risk assessment board displayed at all worksites and risk assessment carried out prior to commencing all tasks.
- All employees using their PPE appropriately at all times whilst at worksite.
- All accidents attended immediately and reported to OHS Assistant/HR Department in a timely manner.
- Injured employee is attended with first aid immediately and transported to hospital if required with assistance of OHS Assistant in a timely manner.
- FSHIL Accident Form filled, vetted and submitted to OHS Assistant.
- A preliminary investigation is carried-out, recorded and submitted to OHS Assistant.
- OHS compliance awareness provided during department meetings.

7. Effective contribution towards training and development of department employees.

- Observe, evaluate and recommend employees for relevant trainings.
- Organize employees to attend nominated trainings without disruptions to department works schedule.
- Completing and submitting annual Training Needs Analysis Forms in an effective and timely manner.
- Motivate employees for further education and trainings to further enhance their knowledge and skills.

8. All internal and external communications handled effectively and professionally.

- All correspondences handled efficiently.
- All correspondence to Management/other stake holders delivered efficiently.
- All correspondents received from Management/HR/OHS/Finance for department employees communicated effectively and efficiently.
- Confidential documents handled with professionalism.
- Effective assistance provided to all internal and external customers as required
- Respond to customers for extra's and variations and assist in a timely manner.
- Stakeholder management ensured
- liaise with relevant authorities and external parties as and when required and instructed
- liaise with vessel owners and suppliers as and when required and maintain the database

9. Organization objectives, policies and procedures are effectively addressed supported efficiently.

- Practice of all Standard Operating Procedures (SOP's) is ensured at all times
- Effective assistance provided to implement ISO/IACS standards
- Effective assistance provided to implement HR/ER/IR & OHS policies

10. FSHIL's reputation, profitability and performance is supported

- High professional standards contribute to the organization's success
- Deadlines and service level agreements met at all times
- High ethical standards met at all times
- Excellent teamwork aimed to achieve business outcomes efficiently and effectively.
- Organization's efficiency and improved productivity supported through process improvement and cost reduction initiatives.
- Contributions made towards the organization's profits in line with the scope of the work.
- Cost reduction initiatives
- Modern technology and innovative methods/solutions used to achieve results
- Any other work-related task assigned by the Management that is within the capacity of the position holder in performed; team work is demonstrated

11. The organization'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
Business	
Risk Management	Analyse and manage risk.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.

Competence	Description
People	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.
Operational	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Certificate	Trade Certificate or Certificate IV in Welding & Fabrication	

Work Knowledge and Experience

10 - 15 years' experience in the Engineering/Construction Industries and preferably in the Ship-Building and or Ship-Repairing Industries

Advance skills in project management and analytical skills through data collection. Desirable – Strong knowledge of welding and fabrication works including various types and position. Desirable - Advance skills and knowledge in interpreting blue print drawings and docking plan. Desirable - Ability to lead a diving team on commercial underwater environment. Desirable – Full driving license. Desirable - Have a good understanding of the MSAF requirements and other Marine Statutory Bodies for ship-repair/ship-refit/shipbuilding. Desirable - High level of internal & external customer service skills. Desirable - Passionate in identifying and writing down opening list of defects on slipways in a timely manner. Desirable - Ability to sketch work-piece with job site inspection for quoting purposes. Desirable - Ability to slip vessel of any hull shape and assist slipway team for efficient output. Desirable - Have high knowledge with the ability to demonstrate work ethics and good governance. Desirable - Good knowledge of Government Pillars.

Requirements

Language Proficiency

Excellent command of English
 Excellent interpersonal/communications skills
 Ability to communicate in other local languages

Regulatory Compliance Requirements

first aid
 OHS
 IACS
 MSAF
 ISO
 Statutory Compliance
 ERP

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
External		
	Stakeholders	and Staff

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.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
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

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Realistic	Shows concern for facts and reality, rejecting the impractical.
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

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Challenger	Queries, tests information/beliefs and provokes thought.
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.
Reflective	Takes a thoughtful and deliberative approach.
Well Organized	Controls tasks in a well thought out and critical manner

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 06 Dec 2024