

## Position Description

Vacancy Title: **Mechanic**

Location: **Suva**

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

### Objective

The role is responsible for repair, maintenance and servicing of all heavy machineries, Equipment and Heavy Vehicle in a timely manner. This role reports to the Water blasting & Painting Foreman.

### Outcomes

#### Organisational Stakeholders

1. 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

2. Ensure all machineries and Heavy Vehicles are operational at all times:

- Attend to repair break down in a timely manner
- Service and maintain all machines and Heavy Vehicles in a timely manner
- Stand by to water blaster, compressor and Heavy vehicles at all times during water blasting and painting works.
- Operate machines and Heavy Vehicles to support water blasting and painting works as when required
- Attend to Company Transport for rectifying of minor defects

3. Matters relative to the Maintenance of company's heavy machinery and Vehicle handled effectively:

- Continually servicing of all machineries and Heavy Vehicles and filling of Maintenance Record Book
- Proper functionality of the machine and Heavy Vehicles ensured
  - servicing is conducted as per schedule
  - liaise with suppliers for quotation for timely purchase of repayment parts
  - Prepare list of tools and materials required and submit to Foreman in a timely manner
  - Inspection/fitness of the Machines and Heavy Vehicles ensured
  - Accident-free machines and Heavy Vehicles ensured
  - Maintain up to date record of all machinery, Heavy Vehicles and equipment
  - Courteous and friendly service provided to staff

4. Housekeeping and Health and Safety protocols are maintained at all times:

- Deadlines and service level agreements met at all times
- The Operations Team efficiently and effectively assisted as and when required by the Team Leader
  - attends to the ongoing maintenance efficiently as required
- Any other work-related task assigned by the Foreman 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.
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.

Competence	Description
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
<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	Mechanical Engineering or Plant & Heavy Mechanic	

## Work Knowledge and Experience

Have worked on Ultra High Pressure pumps, mechanical work on Haib truck,, cherry picker, air compressor and repairing airless painting machines and guns, 40,000 psi water blaster but not limited to wide range of knowledge with most rotating equipment/Laser alignment equipment and variation analysis experience

Minimum of 3 years experience in similar role is preferr

Demonstrated knowledge in ship repair activities is essential

Excellent time management skills and the ability to multi-task and meet targets efficiently

## Requirements

### Language Proficiency

Successful completion of Level 2 Speaking and Writing Test

Good Communication Skills

### Regulatory Compliance Requirements

First Aid Certificate

OHS

Fire Prevention

## Other Required Requirements

No other required items found.

## Interactions

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

## Attributes

### Behavioural Styles

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.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
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

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

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

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### Contact for Enquiries

Contact Name: Mohammed Adnan

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Further Contact Information: --

**Closing Date:** 28 Mar 2025