

---

## Position Description

---

Vacancy Title: **Manager Electrical & Mechanical Services**

Location: **Nadi**

Reports To: **None**

### Objective

The Manager Electrical and Mechanical Services oversees the E&M department's operations and facilities in line with FA's strategic goals, business plan, and policies. This role directly reports to the General Manager of Assets & Infrastructure.

### Outcomes

---

#### Organisational Stakeholders

---

##### 1. Strategic Planning & Development

---

- Short to long-term strategies for E&M developed and tools implemented to achieve objectives.
- Sound policies, programs, competitive strategies, and business innovative solutions developed and implemented to meet the department's functional role and responsibilities.
- E&M policies, programs, and standard operating procedures developed, implemented, and monitored to ensure effective operation of equipment and timely completion of enhancements, modifications, or engineering asset replacements.

##### 2. Operational Management and Compliance

---

- All E&M equipment and facilities managed and maintained in accordance with ICAO and CAAF regulations.
- Staff trained to ICAO and CAAF standards to ensure an effective and capable workforce while achieving high-quality maintenance.
- Electrical & mechanical service quality improved, ensuring excellent and timely customer service.
- Facilities, systems, and equipment provided and maintained for all FA departments to ensure reliable E&M services.
- Timely completion of E&M maintenance processes overseen, including staff competency development and proper monitoring and control systems to meet target facility availability and organisational benchmarks.

##### 3. Leadership & Department Management

---

- Electrical and mechanical department led and managed to meet targets and ensure a productive and empowered workforce.
- Overall responsibility for department operating capital budget formulation, implementation, and control assumed.
- Duties within the scope of the role or as assigned by GM A&I or Chief Executive carried out.

##### 4. Equipment & Facilities Management

---

- Ensured reliability and availability of equipment/systems, maintaining high performance and minimal downtime.
- Scheduled maintenance activity ensured, adhering to a comprehensive maintenance schedule to prevent unexpected failures.
- Development and implementation of the Asset Management Plan ensured, effectively managing assets to meet organisational goals.
- Timely equipment replacement and implementation of new systems ensured, based on need to maintain operational efficiency.
- Restoration of power supply to ATM services within 15 seconds ensured, minimising disruption to critical services.
- Restoration of service to stakeholders within 15 minutes ensured, ensuring prompt recovery from service interruptions.

##### 5. Innovation & Problem Solving

---

- Continuous improvement culture cultivated within the team, encouraging innovation, feedback, and professional development to enhance problem-solving capabilities.
- Proactive risk identification and mitigation strategies developed
- Innovative solutions developed to enhance the efficiency, reliability, and sustainability of electrical and mechanical systems, reducing operational costs and downtime.
  - Successful solutions developed by applying innovative thinking, recognising the importance of timely action in business, and understanding how leverage changes over time.
- Emerging technologies and industry best practices researched and evaluated for potential integration into E&M operations to improve performance and resilience.
- Collaborative problem-solving approach fostered by engaging cross-functional teams, contractors, and stakeholders to develop innovative and practical solutions to engineering challenges.
- Energy efficiency and sustainability initiatives led, identifying opportunities for renewable energy integration, power conservation, and reducing FA's environmental footprint.

##### 6. Compliance and Training

---

- Approved Maintenance Organization (AMO) certification ensured, maintaining compliance with regulatory standards.
- Achievement of Aeronautical Facilities Trainee permit for identified staff ensured, through targeted training and certification programs.
- Licensed Personnel (AFTL) as per training plan ensured, ensuring staff are properly trained and licensed.
- Timely renewal of AFTL ensured, maintaining up-to-date certifications for all relevant personnel.
- Timely resolution of safety concerns ensured, addressing issues promptly to maintain a safe working environment.

#### 7. People Management

- High performance culture ensured, fostering an environment of excellence and accountability.
- Improvement in staff disciplinary cases ensured, reducing incidents through effective management and support.
- Improvement in punctuality ensured, promoting timely attendance and reliability.
- Improvement in leave issues ensured, effectively managing and resolving leave-related concerns.
- Staff commitment to health and wellness program ensured, encouraging participation in health initiatives.
- Effective departmental succession plan ensured, preparing for future leadership needs.
- Staff training as per Training Needs Analysis ensured, providing necessary skills and knowledge to staff.
- Optimum manpower level ensured, maintaining appropriate staffing levels to meet operational demands.

#### 8. Teamwork & Professionalism Upheld

- Professional conduct is consistently maintained with all stakeholders, fostering positive internal and external relationships.
- Collaboration with other departments is proactive, supporting cross-functional coordination.
- All assigned duties are carried out diligently and professionally, contributing to the success of the organisation.

#### 9. Fiji Airport's image and value standards demonstrated and promoted.

- Uphold and demonstrate the organisation's image and values
- Monitor and encourage team members to uphold image and value standards

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
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>	
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
<b>People</b>	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Learning	Develop the competencies of self and others to enhance performance.
<b>Professional</b>	
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.
<b>Operational</b>	
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>		
Degree	Mechanical Engineering , Electrical Engineering	or a related discipline
<b>Preferred</b>		
Higher Degree incl. Post Grad Cert or Dip	Leadership & Management, Project Management	

## Work Knowledge and Experience

10 years of experience in electrical and mechanical engineering roles, with a significant portion in management or supervisory roles. (Preferably within an Aviation Electrical and Mechanical field)

Strong knowledge of electrical and mechanical systems, including equipment maintenance, facilities management and system operations.

Strong leadership and team management skills with a proven ability to lead, mentor and develop teams.

Strong problem solving and analytical skills with the ability to innovate and think strategically.

Ability to strategize the department's short, mid to long term objectives and KPI's.

Experience and ability to communicate effectively in a complex technical environment.

Comprehensive knowledge of the contemporary aviation environment and demonstrated ability to formulate sound strategic plans and programs to effectively deliver corporate goals.

## Requirements

### Language Proficiency

Excellent command of English

### Professional Associations

Membership of appropriate Professional Institution

### Regulatory Compliance Requirements

Driver's License

Relevant certifications, registrations, and licenses may be required.

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	AFL Executive and Management Team	
	Sectional heads	
<b>External</b>		
	CAAF	& ICAO
	Airport Stakeholders	
	Tenants	

## 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.

**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.

**Resilient** Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

**Innovative** Devises new and creative ways to do things comes up with original ideas.

### Interpersonal Styles

**Objective** Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

### Thinking Styles

**Initiative** Takes action and makes decisions without the help or advice of other people.

**Numerate** Shows abilities in quantitative thought and expression.

## How To Apply

To apply, please submit your CV and a cover letter explaining your interest in this position and highlighting your relevant experience. Please include three professional referees. Applications must be submitted through the link provided. Emailed applications will not be accepted.

## Contact for Enquiries

Contact Name: Leonarda Patterson

Contact Email: info@maxumise.com

Further Contact Information: Maxumise Office Ph: 330 3137 | 773 1337

**Closing Date: 04 May 2025**