



## Position Description

Vacancy Title: **Engineering Supervisor v (1.00) [Wailada]**

Location: **Wailada**

Reports To: **Production Supervisor (v 2.00)**

### Objective

The Engineering and Reliability Supervisor is responsible to assist in the day to day operations of all equipment and machinery at Alfa Pte Limited. This position reports to the Factory Manager, Alfa Pte Limited.

### Outcomes

#### Organisational Stakeholders

##### 1. Machine reliability is optimized

- Planned and unplanned maintenance and repair work completion is ensured
  - Maintenance work completion is in time
  - Machine condition monitoring and periodic inspection is ensured
    - Daily check up of machine ensured
    - Machine calibration is timely and accuracy ensured
- Critical checkup of machines after maintenance is ensured at all times
- Maintenance log sheets are accurate and complete at all times
- Line release to the production is timely and minimizes impact to production at all times
- Spare part inventory ensured

##### 2. Building maintenance is on time and to the right building standard

- Building repair and maintenance is planned on a timely manner to minimize operation downtime
  - Labor allocation for building maintenance ensured
  - Material planning for building maintenance is timely
  - Building system inspection is timely

##### 3. Maintenance cost control is ensured

- Maintenance cost is ensured within the agreed budget at all times
  - Maintenance budget is monitored and deviations acted upon at all times
- Maintenance labor utilization is optimized at all times
  - Overtime is minimized at all times

##### 4. Compliance with legislation, regulation and company policies are ensured

- Local regulation for food safety is ensured
- Maintenance audit gap completion is accurate and in time
- Good manufacturing practices is ensured at all time
- Contractor induction ensured at all times

##### 5. Continuous improvement projects supported

- Continuous development and refinement of plant and machinery ensured
  - Participation for continuous improvement project is timely
  - Labor allocation for the project completeness is ensured

##### 6. Well informed management

- Timeliness, quality and accuracy of daily, weekly and monthly reports to management ensured
- Monthly report presentation is accurate and supports decision making
- Contributions to periodic management meetings ensured
- Ad-hoc information requests by management and shareholders, for decision-making purposes, addressed effectively and in a timely manner

##### 7. Effective Human Capital Management ensures a productive, stable and increasingly capable workforce

- Supervision of and professional guidance to Engineering & Reliability staff ensured
- Training needs and competency gaps of staff assessed and managed in partnership with Factory Manager and HR Department
- Succession planning ensured

##### 8. Safe work environment promoted at all times

- Work place safety is ensured
  - Communication of Safety, Health and Environment to all team members are on an on-going basis
  - Occupational Health & Safety systems promotes zero workplace injury at all times
  - Local environmental regulation is aligned with work place safety on an on-going basis
- Workplace hazards eliminated at all times
  - Systems assist in the identification and elimination of work place hazards on an on-going basis

9. Alfa Pte Limited's values upheld and demonstrated at all times

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

## Responsibilities - Key Competencies

Competence	Description
<b>Customer</b>	
Quality Focus	Deliver quality.
<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.
<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.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Trade certificate	Engineering	Mechanical or Electrical Engineering
<b>Desirable</b>		
Diploma	Engineering	Mechanical or Electrical Engineering

## Work Knowledge and Experience

Knowledge in Preventative maintenance, Health and Safety, People handling, Good Manufacturing Practices and food safety and root cause analysis

Minimum of three years' experience in a similar role in a food manufacturing environment

Knowledge in developing and maintaining preventative maintenance program

Able to deliver effective results and targets under pressure and tight deadlines.

Experience in project management.

Strong teamwork, interpersonal and organizational skills

Computer literate with MS Office applications (Word, Excel, PowerPoint)

## Requirements

### Regulatory Compliance Requirements

Driver's License

Police Clearance

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		

Type	Interaction	Comments
	Management Team	Management team in Fiji Dairy
	Finance Team	
<b>External</b>		
	Suppliers	
	Regulators	

## Attributes

### Behavioural Styles

- Innovative Devises new and creative ways to do things comes up with original ideas.
- Achiever Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
- Detail oriented Attends to the small elements of a task/activity, ensuring completeness and accuracy.

### Interpersonal Styles

- Perceptive Shows keen insight and understanding of issues or situations.
- Realistic Shows concern for facts and reality, rejecting the impractical.
- 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.
- Analytic Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
- Concrete thinker Focuses on the tangible experiences of actual things or events.

## How To Apply

Online

### Contact for Enquiries

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Further Contact Information: --

**Closing Date: 17 May 2025**