

Position Description

Vacancy Title: **Machinist**

Location: **Suva**

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

Objective

This role is responsible for carrying out machining works for all ship repair and heavy industries projects. The role reports to the Works Supervisor.

Outcomes

Organisational Stakeholders

1. All machining works performed effectively with accuracy:

- Read and draw sketches of engineering drawings
- Carryout machining and build-up of underwater gears such as shafts, radars, propellers etc
- Carry out machining works with precise accuracy.
- Carry out taper turning thread/cutting on lathe machines.
- Carry out machining works with required fits (Interference, Transition, Clearance)
- Differentiate the types of alloys and cutting speed required
- Sharpen cutting tools accordingly to the cutting speed required.
- Read and to calibrate precision measuring instruments
- Assistance provided in straighten bend shafts
- Trouble shoots defects on the machines is rectified in timely manner
- Safe keeping of machining materials, tools and equipment
- Machining for maintenance of slipway cradles and rails
- Assist in preparing of new and maintenance of existing cradles
- Carry out 5S Practice at the workshop

2. Relevant records maintained, updated and submitted in a timely manner:

- A list of machining material prepared and forwarded to the Foreman.
- The daily work register updated and maintained.
- The inspection register updated and maintained.
- Incidents and accidents reported accordingly.
- Value for money purchasing ensured through quotations provided.
- Assistant Machinist weekly timesheet prepared and submitted to the Foreman
- Filing systems and records maintained, accessible, up to date and complete

3. Supervisory duties performed efficiently and effectively:

- Assistance provided to the Foreman in the upkeep and records keeping of machining materials, tools, equipment and machinery
- Assistance provided to the Operations Team as and when required by the Foreman

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

- Compliance with health and safety procedures is adhered at all times:
- All accidents and incidents are reported promptly
- Unsafe practices at work are avoided
- The strategies and goals of the health and safety compliance are met within scope of work

5. 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.
 - Process/systems improvement initiatives.
 - Cost reduction initiatives
- Contributions made towards the organization's profits in line with the scope of the work.
- Any other work-related task assigned by the Foreman that is within the capacity of the position holder is performed; teamwork is demonstrated.
- Modern technology and innovative methods used to achieve results

6. The organization's image and value standards demonstrated and upheld at all times.

- A professional and amiable relationship upheld with all stakeholders.
- Confidentiality of all communications upheld as needed at all times

Responsibilities - Key Competencies

Competence	Description
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Trade Certificate	Trade Certificate in Fitting and Machining	

Work Knowledge and Experience

Minimum of 3 years of experience in similar role preferred
Demonstrate Knowledge in Ship repair 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
first aid
OHS

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
External		
	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 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: 02 May 2025