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## Position Description

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Vacancy Title: **Site Engineer**

Location: **Nausori**

Reports To: **Senior Project Manager (v 1.00)**

### Objective

The Site Engineer supports the Project Manager in managing terminal building infrastructure projects, refurbishments, maintenance works and equipment installation projects to ensure effective and timely project delivery. The role includes undertaking clerk-of-works and technical support functions in consultation with the Manager Projects, while also assisting the Director Projects in delivering quality, compliance-based technical services throughout the construction period. The position reports to the Senior Project Manager.

### Outcomes

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#### Organisational Stakeholders

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##### 1. Project Management

- Supervision and management of construction, refurbishment, maintenance and equipment installation projects conducted, ensuring full adherence to approved project plans, specifications, building codes, engineering standards and airside regulatory requirements.
- Project updates, progress milestones, delays, issues and potential risks reported to the Senior Project Manager and key stakeholders in a timely and accurate manner.
- Engineering drawings, blueprints, survey data, topographical and geological information, aerial photography and other technical documentation analysed and interpreted to guide and validate construction activities.
- Planning, coordination and oversight of labour, materials, plant and equipment allocation completed to ensure efficient utilisation and optimisation of project delivery.
- Assistance provided to the Project Manager in developing project schedules, programmes, risk registers and project plans.

##### 2. Financial Oversight

- Project costs monitored, cost-saving opportunities identified, and adherence to approved budgets ensured throughout project execution.
- Contractor payment claims assessed, verified and recommended in consultation with the Project Manager and in accordance with contractual requirements.

##### 3. Technical Support

- Technical engineering guidance provided to resolve construction challenges, troubleshoot issues and ensure compliance with construction methodologies and best practices.
- Design documents, technical submissions, project documentation and change requests vetted and verified for completeness, accuracy and compliance.
- Detailed and accurate project documentation—including site diaries, daily reports, change orders, quality control records and technical correspondence—prepared and maintained in accordance with Fiji Airports' policies, procedures and approved systems/software.

##### 4. Site Monitoring

- Daily construction activities overseen and managed to ensure contractor compliance with specifications, engineering designs, codes, policies, safety regulations and technical standards.
- Regular site inspections conducted to monitor progress, verify quality standards, identify potential issues and ensure conformance with engineering and design requirements.
- Procurement and timely delivery of construction materials coordinated and material compliance with project specifications confirmed.
- Project risks identified, assessed and mitigated through preventive measures to minimise delays, cost overruns, safety hazards and non-compliance.
- Site safety maintained in accordance with Fiji Airports' safety regulations, policies and best practices.
- Construction notices and technical queries responded to promptly as delegated by the Project Manager.

##### 5. Stakeholder Engagement

- Stakeholder relationships established and maintained through effective communication, negotiation and issues management with internal and external parties including CAAF, ATS, airlines, contractors, suppliers, tenants, consultants and local authorities.
- Stakeholder meetings, site briefings, inspections, consultations and coordination activities facilitated and participated in to support smooth project delivery.
- Project impacts, constraints, risks and updates communicated clearly and professionally to ensure expectations were managed and issues promptly resolved.
- Coordination of works completed to minimise disruption to airport operations and maintain stakeholder satisfaction.

##### 6. Fiji Airports image and value standards demonstrated and promoted

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- 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>Business</b>	
Risk Management	Analyse and manage risk.
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.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
<b>Customer</b>	
Quality Focus	Deliver quality.
<b>People</b>	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
<b>Operational</b>	
Health and Safety	Establish and maintain a safe and healthy work environment.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Engineering	An appropriate diploma-level qualification in Engineering, Building Construction, or Architectural with at least 7 years experience may be considered in lieu of a degree.

## Work Knowledge and Experience

Minimum of 3 years' experience with a Bachelor's Degree in Engineering OR Minimum of 7 years' experience with a diploma-level qualification in Engineering, Building Construction or Architecture.

Experience managing large projects, including scoping, planning and supervising building services systems.

Experience with Microsoft Office Suite, AutoCAD and other software.

## Requirements

### Regulatory Compliance Requirements

Valid Driver's License

Familiarity with the National Building Code of Fiji and relevant international standards

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Assets & Infrastructure Division	
	Finance & Procurement	
	Management Team	
	Project Management Office (PMO):	
	Engineering & Technical Teams	
	Airport Operations teams	
<b>External</b>		

Type	Interaction	Comments
	Project Partners	
	CAAF	
	Contractors	
	Suppliers	
	Tenants	
	Airport Stakeholders	

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

### Interpersonal Styles

Perceptive	Shows keen insight and understanding of issues or situations.
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.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Initiative	Takes action and makes decisions without the help or advice of other people.

## How To Apply

Interested applicants are invited to submit their application via the online portal, including a cover letter and updated CV. Only shortlisted candidates will be contacted for the next stage of the recruitment process.

## Contact for Enquiries

Contact Name: Leonarda Patterson

Contact Email: leonarda@maxumise.com

Further Contact Information: Maxumise Ph: 3303137

**Closing Date: 19 Dec 2025**