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## Position Description

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Vacancy Title: **Site Engineer – Electrical**

Location: **Nadi**

Reports To: **Senior Project Manager**

### Objective

The Site Engineer Electrical is responsible for assisting the Project Manager in the oversight of electrical services projects, refurbishments, and equipment installations. The incumbent performs a comprehensive range of Clerk of Works duties to ensure quality and technical conformance throughout the construction phase, while also spearheading the scoping and supervision of Solar PV-related initiatives across Nadi, Nausori, and Outer Island airports. To ensure project delivery is not compromised, the role requires frequent travel to various airport sites and a commitment to flexible working hours as necessitated by project demands. This role reports to the Senior Project Manager.

### Outcomes

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#### Organisational Stakeholders

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##### 1. Supervision

- Ensure high-quality, safe, and compliant project delivery by overseeing all site construction activities and verifying adherence to project specifications, engineering standards, building codes, and safety regulations.
- Reduce construction risks and prevent delays through regular site inspections that monitor progress, identify emerging issues early, and confirm compliance with approved engineering and design requirements.
- Accelerate problem resolution and maintain construction momentum by providing timely technical guidance and expert support to address construction challenges and resolve site-related conflicts.

##### 2. Effective Collaboration

- Drive timely and successful project delivery by collaborating closely with project managers, consultants, subcontractors, and both internal and external stakeholders to remove obstacles and keep workstreams progressing on schedule.
- Strengthen stakeholder engagement and ensure delivery alignment by building and maintaining productive relationships through clear communication, effective negotiation, and proactive issue resolution.
- Ensure material quality and construction readiness by coordinating the procurement and timely delivery of materials that meet required industry and project standards.
- Improve project traceability and accountability by maintaining clear, accurate documentation of meeting minutes, decisions, and action items.
- Prevent rework and technical clashes by effectively communicating electrical requirements to civil, mechanical, and other trades, ensuring coordinated and conflict-free execution.

##### 3. Engineering Analysis

- Ensure accurate planning and high-quality execution of construction works by analysing and interpreting engineering plans, aerial imagery, blueprints, topographical data, geotechnical information, and technical drawings to guide site activities.
- Maintain construction progress and minimise delays by providing timely technical guidance and expert problem-solving to resolve engineering and construction-related challenges.
- Reduce rework and design risk by validating design intent against actual site conditions and proactively identifying discrepancies that require redesign, clarification, or corrective action.

##### 4. Project Documentation

- Enable safe execution, quality assurance, timely approvals, and seamless project handover by ensuring all electrical project documentation is accurate, complete, current, and fully compliant with regulatory and organisational requirements.
- Strengthen governance and standardisation by preparing and maintaining documentation in alignment with divisional policies and procedures, using Fiji Airports' designated digital systems to ensure consistency and traceability.
- Improve project visibility, control, and audit readiness by maintaining precise and comprehensive records including progress reports, site diaries, change orders, and quality control documentation to support transparent decision-making and effective project oversight.

##### 5. Regulatory & Standards Compliance

- Safeguard compliance, safety, and operational integrity by ensuring all electrical works, documentation, and processes meet applicable codes, standards, organisational policies, and regulatory requirements.
- Strengthen auditability and governance by maintaining complete, accurate, and up-to-date records for inspections, permits, and certifications.
- Protect project quality and reduce risk exposure by monitoring subcontractor activities to ensure full compliance with safety, quality, and environmental requirements throughout execution.

### 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.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
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>	
Team Orientation	Work in a team towards a common aim.
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.
Technology Application	Apply technology.
<b>Operational</b>	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Diploma	Electrical Engineering	with a minimum of 5 years of relevant experience, including supervision of building and services construction projects.
<b>Desirable</b>		
Degree	Electrical Engineering	with at least 3 years of relevant experience, including supervision of building and services construction projects (electrical and solar systems).

## Work Knowledge and Experience

- Proficiency in Microsoft Office Suite, AutoCAD, and relevant project management software (e.g., WRIKE, or similar tools).
- Demonstrated experience in managing large-scale projects, including scoping and supervising building services systems (electrical and solar), with strong project management capabilities and leadership skills.
- Sound technical knowledge of building services and building construction works, with a particular focus on electrical installations.
- Ability to develop electrical designs across extra low voltage, low voltage, and medium voltage systems.
- Proficiency in carrying out engineering calculations, including load demands, voltage drop, protection coordination, and cable sizing.
- Capability to interface ELV systems such as fire detection, BMS, access control, CCTV, and communication systems.
- Demonstrated ability to troubleshoot technical problems effectively on-site.
- Desirable: Technical training in Solar PV systems is considered an added advantage.
- Working knowledge of Project Management Methodology.
- Proficiency in the use of records and data management software.
- Basic knowledge of finance and procurement processes to support project accountability.

## Requirements

### Language Proficiency

- Excellent command of English

### Professional Associations

- Membership of appropriate Professional Institution

### Regulatory Compliance Requirements

- Familiarity with the National Building Code of Fiji and relevant international standards such as Australian Standards.
- Knowledge of airside regulatory requirements as they pertain to electrical infrastructure.
- Comprehensive knowledge of Occupational Health and Safety (OHS) requirements.

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Fiji Airports Sections	
<b>External</b>		
	CAAF	
	Airlines	
	Air Terminal Services	
	Consultants	
	Contractors	
	Tenants	

## Attributes

### Behavioural Styles

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.
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

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

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.
Numerate	Shows abilities in quantitative thought and expression.

## How To Apply

Applications must be submitted through the Maxumise Job Portal using the link provided, as only online applications will be accepted. Applicants must include a CV and a cover letter that clearly addresses the critical competencies required for the role, along with the contact details of three recent work-related referees. Only shortlisted applicants will be contacted.

## Contact for Enquiries

Contact Name: Leonarda Patterson

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Further Contact Information: Maxumise: +679 330 3137 or +679 773 3137, or email jobs@maxumise.com

**Closing Date: 15 Feb 2026**