

Position Description

Vacancy Title: **Site Engineer - Building Construction**

Location: **Nadi**

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

Objective

The Site Engineer – Building Construction is responsible for providing dedicated on-site engineering supervision for the Nadi Terminal Building Project to ensure construction works are delivered in accordance with approved architectural, structural, and building services designs. The role supports daily construction management through coordination of multiple disciplines, resolution of site-based technical issues, compliance with project specifications, safety and regulatory requirements, and the preparation of minor site modifications and updated drawings. This role reports to the Senior Project Manager.

Outcomes

Organisational Stakeholders

1. Site Monitoring & Construction Oversight

- Construction activities are delivered in accordance with approved architectural, structural, and building services designs, specifications, safety standards, and regulatory requirements.
- Daily on-site supervision ensures works are properly sequenced, coordinated, and integrated across disciplines with minimal disruption or rework.
- Site inspections are conducted regularly, resulting in early identification and resolution of quality, safety, and technical issues.
- Technical queries are resolved promptly through accurate engineering advice and interpretation of drawings and specifications.
- Construction progress, risks, and issues are monitored and clearly reported, supporting informed decision-making by the Senior Project Manager.
- Contractor performance, site measurements, and payment claims are verified accurately and in accordance with contractual and project requirements.
- Health, safety, and environmental requirements are consistently upheld, contributing to a safe and compliant site environment.

2. Reporting And Documentation

- Accurate, current, and complete site records, including daily diaries, progress reports, and quality documentation, are maintained at all times.
- Site-based sketches, minor design modifications, and as-built drawings are prepared and updated to reflect actual construction conditions.
- Project documentation, including risk registers and technical records, is compiled and submitted in a timely manner to support project governance.
- All engineering and construction documentation is managed, filed, and controlled in accordance with Fiji Airports policies and approved systems.
- Design documentation and drawings are verified for accuracy and constructability, reducing errors and downstream impacts.

3. Stakeholder Engagement & Coordination

- Contractors, consultants, and internal teams are effectively coordinated to ensure smooth execution of works across all disciplines.
- Clear, timely communication is maintained through participation in site meetings and ongoing stakeholder engagement.
- Interface issues between disciplines are identified early and resolved collaboratively, minimising delays and conflicts.
- External stakeholders and authorities are engaged appropriately to support compliance and continuity of works.
- Positive working relationships are maintained, contributing to effective collaboration and overall project delivery success.

4. 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.

5. 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
Business	
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Quality Focus	Deliver quality.
People	
Problem Solving	Develop practical solutions to a situation.
Professional	

Competence	Description
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

Operational

Health and Safety	Establish and maintain a safe and healthy work environment.
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Qualifications

Qualification Discipline Notes

Preferred

Degree	Engineering or Appropriate diploma-level qualification in Engineering, building construction, or Architectural with 7 years of work-related experience, including building construction supervision responsibilities.
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Work Knowledge and Experience

- Demonstrated experience providing on-site engineering supervision for building construction projects.
- Strong ability to read and interpret architectural, structural, and construction drawings.
- Proficiency in AutoCAD and standard construction documentation tools.
- Working knowledge of building codes, standards, and health and safety requirements applicable to construction environments.
- Proven problem-solving capability and ability to manage site-based technical issues.
- Effective communication skills with the ability to coordinate contractors, consultants, and project teams.

Requirements

Language Proficiency

Excellent command of English

Professional Associations

Membership of appropriate Professional Institution

Regulatory Compliance Requirements

- Driver's License
- Police Clearance

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Projects Team	
External		
	CAAF	
	Airport Stakeholders	
	Suppliers	
	Contractors	
	External Consultants	
	Statutory Authorities	

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.

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

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.
Well organised	Controls tasks in a well thought out and critical manner.

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: 17 May 2026