
Position Description

Vacancy Title: **Maintenance Manager**

Location: **Denarau**

Reports To: **Operations Manager (v 4.00)**

Objective

The Repairs & Maintenance Manager is responsible for the overall conditions of the Marina facility. S/he must ensure a safe and fit for purpose marina environment for customers and users of Port Denarau Marina, and reinforce PDML's reputation by offering access to world-class facilities for local boat owners and international boating visitors to our port. This role will report to the Operations Manager

Outcomes

Organisational Stakeholders

1. Effective leadership in the Repairs & Maintenance function

- Departmental resources appropriately planned and effectively utilised for optimised performance
 - Value-adding and innovative approach to resourcing created and successfully implemented
 - Standard Operating Procedures (SOPs) for the effective and streamlined execution of Repairs & Maintenance works developed, continuously strengthened and aligned to other units where applicable
 - Records are up-to date and constantly analysed
 - Preparation, development and implementation of relevant documents ensured:
 - Maintenance manual for docks
 - Weekly checklist for dock system
 - Training schedule for janitorial Staff
 - Training schedule for grounds keepers developed with the Operations Manager
 - Emergency manual for docks, buildings, water supply systems and equipment
 - Checklist for the above emergency procedures
 - Maintenance manuals and checklists for buildings
 - Timely and relevant supervision/guidance provided during implementation of R&M Work and other related schedules
 - Budget preparation with the Operations Manager for all aspects of maintenance equipment, personnel, repairs, preventative maintenance and parts
 - Knowledge of relevant latest industry developments continuously strengthened and effective application of relevant knowledge to improve network performance ensured
 - Assistance provided in all future expansions of facility to ensure easy maintenance full knowledge of expansion
 - Effective relationship management for internal and external stakeholders applied
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2. Efficient delivery of Repairs & Maintenance duties

- Scheduled maintenance and response maintenance tasks on the marina and its attendant amenities and facilities are carried out, e.g., bolt tightening, mooring ring replacements or other corrective or preventive maintenance
- Maintenance and repair on all dock systems both floating and fixed ensured
 - Regular checks of floating structures, fixtures, boats and equipment are made to monitor the state of repair of assets and compliance with general safety requirements and findings report submitted
 - Maintenance and repair on all buildings, fixtures and supporting equipment carried out as and when required
 - Maintenance of PDML owned vessels, plant, tools, equipment, workshops and yards are thoroughly undertaken and facilitated
- Marina maintenance and repairs are planned and conducted in a timely manner while adhering to budgets and regulatory requirements
 - Management are informed wherever Marina requirements, policy or procedures are not being met
- Setting up of, implementing and continuation of a weekly checklist for the dock system to ensure that all portions of the dock are in good repair, safe condition and working order at all times
 - Daily work task for team and casuals are assigned
- Personnel training to maintain lawns, plant beds and other landscaping are scheduled and effectively facilitated
- Stores are effectively managed to ensure adequate supplies to maintain full functionality of the facility at all times
 - Efficient maintenance of proper parts and supplies for all equipment in case of emergency repairs
- On all major repairs and expansion projects from outside contractors, at least three (3) qualified bids are taken into consideration
 - Assistance provided to external maintenance and capital work contractors as directed by the marina management e.g., towing of vessels or removal of fittings, etc
- Assist Reservations as may be required in ensuring facilities are kept tidy and essential minor repairs or maintenance undertaken on own initiative as observed or required. May include, regularly removing floating rubbish from water-space
- Activities in the marina are monitored closely, particularly vessel maintenance activities and compliance with the Marina bylaws and terms and conditions ensured
- Assist Reservations with various customer service related maintenance tasks are undertaken as and when required e.g. splicing and fitting mooring lines, fitting dinghy racks, etc
- Contaminant containment operations are tended to as required, i.e. deploying / recovering oil booms
- Daily toilet, shower & laundry inspections carried out
- Provision of emergency assistance as required including towing of disabled vessels, salvaging, etc in a way that is consistent with health and safety policy and practices
- Any other duties as assigned by the Marina Management carried out effectively

3. Human capital management for the Repairs & Maintenance function

- Effective Repairs & Maintenance (R&M) Work Schedule developed
- Timely and relevant supervision/guidance provided during implementation of R&M Work Schedule
- Work Schedule fully implemented on time, within budget and in full compliance with safety standards and requirements
- Effective leadership to Repairs & Maintenance teams delivered and team effectiveness and individual growth encouraged/supported
- Human capital requirements effectively assessed, planned and implemented for the Repairs & Maintenance teams
 - Right skill-mix for the effectively delivery of tasks ensured at all times
- Team and individual performance measures and targets developed, effectively managed, monitored and appraised
- Relevant and timely coaching, feedback as well as performance and behavioural improvement interventions delivered
- Training, learning and development needs of team members effectively analysed, planned and executed in consultation with the Business Manager
- Timely and respectful disciplinary/corrective actions/interventions for performance and behavioural shortcomings by personnel effectively carried out and managed
- Department recruitment, training, coaching and mentoring aligned to strategic goals and organisational needs
- Robust succession planning framework for key positions established, implemented and monitored
- Employees are supported and motivated through organisational systems and programs

4. Fully compliant maintenance deliverables

- Effective maintenance of the following documents and regulations set forth by Occupational Safety and Health Administration (OSHA):
 - Establish and maintain written hazardous communication program.
 - Accumulate and maintain Material Safety Data Sheets for all hazardous chemicals.
 - Complete chemical inventory at all times.
 - Train all Employees on a yearly basis about the chemicals they work with.
 - Inform Employees regarding personal protective equipment that must be used in order to work more safely.
 - Record all training that takes place and have Employees sign the same.
 - Responsible for accident investigating and recording.
 - Maintaining OSHA log.
 - Establish safe work practices.
- All fire fighting equipment are maintained and local fire departments assisted with their annual inspections
- All emergency procedures for any type of incident that may happen are effectively organised and implemented
- Taking reasonable care of own health and safety and for the safety of other people, including people working under incumbent's supervision or direction who may be affected by his or her acts or omissions at the workplace ensured
- Adherence to the requirements of the environmental systems ensured
- Timely compliance with specific environmental management procedures applicable to their work

5. Effective reporting for well-informed executive decisions

- Management team and Chief Executive Officer kept well-informed at all times with respect to issues relating to repairs and maintenance works
 - Updates provided are timely and relevant
- Robust and timely reports which are assigned to this role prepared, appropriately checked for accuracy and quality of content and submitted to relevant units
- Periodic reports (e.g. weekly reports of key activities and tasks) delivered in a timely manner within required quality maintained at all times
- Effective follow-up system for outstanding action items delivered and timely follow through to closure ensured

6. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

7. PDML's image and value standards demonstrated and upheld 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
Business	
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.
Documentation	Communicate using formal business writing.
Customer	
Quality Focus	Deliver quality.
People	
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.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Operational	
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Completion of the MIA Marina Straddle Carrier Operations and Maintenance Course, Trade - plumbing, electrical or mechanical	
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Completion of the MIA Marina Straddle Carrier Operations and Maintenance Course, Plumbing/Electrical or Mechanical qualification, Marina management	

Work Knowledge and Experience

- Working knowledge of how a Marina works in the physical dimensions, such as: a. Dock systems b. Electrical system c. Plumbing d. Mechanical e. Equipment
- Working understanding of Safety procedures and record keeping
- Ability to relate to customer satisfaction
- Understanding of how to plan for preventive maintenance and new project costing, bidding and implementing.
- Basic business skills for understanding and adhering to job costing and budgeting
- Must have and exhibit a pleasant personality and demonstrate the ability to get along with customers and co-workers.
- Basic mechanical and handyman skills.
- Ability to swim and know man overboard procedures and general first aid
- Some small boat handling skills.

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

First Aid Certificate

Drivers Licence

Course: Fire Prevention & Fire Control (General Courses)

Course: OHS Courses (General Courses)

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
	Management Team	
	Operational staff	
External		
	Contractors	
	Customers	
	Emergency and Rescue Agencies	
	General Public	
	Suppliers	
	Tenants	
	Tradespeople	

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

Forthright Speaks out frankly without hesitation, showing a direct manner.

Perceptive Shows keen insight and understanding of issues or situations.

Self-sufficient and assured Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.

Trusting Places confidence in others without misgivings, relying on their ability, character, and truthfulness.

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.

Reflective Takes a thoughtful and deliberative approach.

How To Apply

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Contact for Enquiries

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Closing Date: 22 May 2026