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## Position Description

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Vacancy Title: **Engineering Supervisor**

Location: **Laucala Beach - Suva**

Reports To: **Engineering & Maintenance Supervisor (v 1.00)**

### Objective

The Engineering and Maintenance Supervisor is responsible for ensuring that all facilities are structurally sound and all equipment are mechanically operational, and electrically efficient and safe. As well as accountable for ensuring that the efficiency levels of all equipment is optimized. This position reports to the Plant Manager, Viti Foods Pte Limited.

### Outcomes

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#### Organisational Stakeholders

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##### 1. Viti Foods Limited (VFL's) growth and profitability aligned to business targets

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- Preventative maintenance programs planned and executed on a timely basis
    - Preventative maintenance plan for all utility and processing equipment, Buildings, Refrigeration/Air Condition Units, DAF Unit, Distribution/Control Boards and Forklifts ensured
    - Site water reticulation system inspected and maintained
    - Root cause analysis of all breakdowns carried out and corrective/preventative programs developed
    - Equipment availability and reliability maximized
  - All emergency maintenance responded to on time with machine downtime minimized
  - Maintenance budget formulated with Plant Manager and controlled within agreed target
    - Expenditures reviewed and controlled
    - Overtime minimized
  - All capital works managed within time and budget
  - Service providers are evaluated to ensure value for money, on time delivery and performance against other agreed targets
    - Cost optimization opportunities explored through alternate service providers
  - Viti Foods Limited's premises/grounds kept clean, tidy and secured at all times
  - Factory energy management systems (including utility meters) such as power factor correction board, variable speed drives and associated devices are maintained in accordance with the applicable standards and that all systems are operational at all times
  - Contracted refrigeration services meet specified results by inspecting the work performed and directing corrective action as necessary
  - Water and electricity usage monitored daily and abnormalities investigated
  - Contracted maintenance services work completed for job order timeliness and standards agreement
  - Maintenance procedures developed, implemented and monitored for effectiveness
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##### 2. Regulatory and operationally compliant organisation

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- Processes meet building, electrical, pressure vessel and lifting equipment standards mandated by government regulations and Viti Foods Limited's (VFL) 'Quality Management System' standards at all times
    - Boilers, pressure vessels and lifting equipment certification ensured
    - Maintenance audit gap completion is ensured and on time
      - Work is delegated to responsible subordinate and monitored for completion within agreed timelines
    - Good manufacturing practices are followed at all times
    - Proper storage, labelling and handling of hazardous materials ensured
    - Dissolved Air Flotation ( DAF) operations maintained with discharge parameters inline with local authority limits
    - All electrical installations compliant with regulations ensured
    - Fire Protection Systems such as fire panels, smoke/heat detectors, sprinkler systems, and pumps maintained in accordance with the applicable National Fire Authority (NFA) standards
    - Annual metal detector calibration ensured
    - Coordination of pressure gauge calibration with Quality Assurance department is timely.
    - Water Authority of Fiji requirements managed
      - discharge levels and range
  - Compliance with operational procedures
    - A property map which identifies all utility cut-offs, location of hydrants, gas mains and any other property safety information ensured
    - Induction of all contractors and visitors for site inspection ensured
    - Daily operational checks ensured and documentation ensured
    - Periodic tests of backup equipment ensured for correct operation
    - Critical spares identified and maintained
      - Stock levels managed
      - Monthly stock reconciliation ensured
  - Continuous development and refinement of production process ensured through participation in Quality Circles
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##### 3. Well informed management

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- Monthly report to Plant Manager is timely and complete
  - Planned preventative maintenance 100 percent completion
  - Root cause analysis of all breakdowns with corrective/preventative action plan ensured
  - Project/Capital works update ensured on a regular basis
- Plans for upgrading systems and recommending replacement of equipment within the area of responsibility is developed with the Plant Manager
- Ad-hoc information request by management, for decision making purpose, addressed and in a timely manner
- Maintenance log sheets are filled accurately
- Operators check lists are reviewed and any machine related issues are discussed daily

#### 4. Effective Human Capital Management ensures a productive, stable and increasingly capable workforce

- Workforce that are productive, motivated and supported at all times ensured
  - Work plans (daily, weekly, monthly and annually) are produced on a timely basis
  - Training needs and competency gaps of staff assessed and addressed in partnership with HR Department
  - Performance appraisal system managed with Plant Manager
    - Performance feedback supports a strengths-based approach to staff development and performance
    - Succession planning providing career path for staff and business continuity ensured
- Engineering staff time sheet preparation is accurate and timely
  - Daily staff attendance register is maintained
  - Preparation and submission of time-sheets to the payroll department ensured on a timely basis
- Environment to foster innovation and change provided
- Work collaboratively to achieve the set targets and goals

#### 5. Safe work environment promoted and ensured at all times

- Work place safety is ensured
  - Communication of Safety, Health and Environment to all team members are on an on-going basis
  - Occupational Health & Safety systems promotes zero workplace injury at all times
  - Local environmental regulation is aligned with work place safety on an on-going basis
- Workplace hazards eliminated at all times
  - Systems assist in the identification and elimination of work place hazards on an on-going basis

#### 6. Viti Foods Pte Limited's values upheld and demonstrated at all times

- Collaborate with other teams 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>Customer</b>	
Quality Focus	Deliver quality.
<b>People</b>	
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.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
<b>Operational</b>	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Trade certificate	Engineering	Plant Maintenance or Electrical or Mechanical
<b>Desirable</b>		
Diploma	Engineering	Electrical or Mechanical

## Work Knowledge and Experience

Minimum of three years's experience in a similar role in a food manufacturing environment.

Knowledge in developing and maintaining preventative maintenance program.  
 Computer literate with MS Office applications (Word, Excel, PowerPoint).  
 Able to deliver effective results and targets under pressure and tight deadlines.  
 Experience in project management.  
 Strong teamwork, interpersonal and organizational skills.

## Requirements

### Regulatory Compliance Requirements

Driver's License  
 Police Clearance

### Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Management Team	
<b>External</b>		
	Suppliers	
	Regulators	

## 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.  
 Resilient: Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

### Interpersonal Styles

Objective: Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.  
 Perceptive: Shows keen insight and understanding of issues or situations.  
 Team Oriented: Enjoys being with others as part of a group or team.  
 Forthright: Speaks out frankly without hesitation, showing a direct manner.

### 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

Online

### Contact for Enquiries

Contact Name: Human Resources Officer

Contact Email: hr@vitifoods.com.fj

Further Contact Information: --

**Closing Date: 20 Jun 2026**