
Position Description

Vacancy Title: **Technical Supervisor (Refrigeration & Fabrication)**

Location: **Walu Bay - Suva**

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

Objective

The Technical Supervisor (Refrigeration & Fabrication) is responsible for supervising and coordinating the technical operations of the refrigeration and fabrication teams, ensuring the successful delivery of commercial refrigeration projects from design support, fabrication, installation, commissioning, servicing, and after-sales support. The role provides technical leadership across workshop and site operations, ensuring all refrigeration systems, fabricated components, and installations are completed safely, efficiently, and in accordance with company standards, customer requirements, engineering specifications, and project timelines. The position will report to the Project and Technical Manager, Iceman(Fiji) Pte Limited.

Outcomes

Organisational Stakeholders

1. Refrigeration Technical Supervision

- Installation, testing, commissioning, maintenance, and repair of commercial refrigeration systems coordinated.
 - Refrigeration drawings, specifications, and installation requirements reviewed.
 - Ensure correct installation practices for refrigeration piping, insulation, controls, compressors, condensers, evaporators, and associated equipment.
 - Ensure proper refrigerant handling, recovery, and charging procedures.
 - Technical support and troubleshooting assistance provided to refrigeration technicians.
 - System performance monitored and recommend corrective actions.
 - Support provided for fault diagnosis and resolution of complex technical issues.
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2. Fabrication Technical Supervision

- Fabrication activities supervised in liaison with Senior Fabrication Technician related to assigned project including stainless steel fabrication, refrigeration panels, frames, supports, brackets, piping supports, and customized fabrication works.
 - Allocate daily fabrication jobs and monitor workshop productivity.
 - Ensure fabricated components meet design specifications, quality standards, and customer requirements.
 - Fabrication drawings and material requirements reviewed
 - Ensure proper use and maintenance of fabrication tools and equipment.
 - Monitor material usage and minimise wastage.
 - Maintain good housekeeping and workshop organisation.
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3. Project Installation & Coordination

- Refrigeration and fabrication activities for commercial projects supervised and coordinated.
 - Plan daily work schedules and allocate resources.
 - Project progress monitored against agreed timelines.
 - Ensure completed works meet project specifications before handover.
 - Support project commissioning and customer acceptance.
 - Coordination with Project and Technical Manager, Sales Team, clients, contractors, and suppliers ensured.
 - Site inspections conducted and resolve technical issues.
 - Conduct inspections of fabrication and installation works.
 - Quality Assurance
 - Ensure all works comply with company quality standards.
 - Accuracy of fabricated components verified before installation.
 - Ensure proper finishing and presentation of completed works.
 - Implement corrective actions where quality issues are identified.
 - Service reports, installation checklists, and commissioning documentation reviewed.
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4. Department Leadership and Team Management

- Work plans developed (annual, monthly and weekly basis) and work delegated
- Goals set for department personnel and assistance provided in accomplishing objectives
 - Conduct daily toolbox meetings.
 - Provide coaching and technical mentoring.
 - Assess team competency and identify training requirements.
- Staff supervision ensuring workforce that is productive, efficient, motivated and supported
 - Supervise and guide refrigeration technicians and fabrication personnel.
 - Guidance and technical assistance provided
 - Safe, healthy and environmentally aware workforce
 - Monitor employee performance and productivity.
- Work collaboratively to achieve the set targets and goals
 - Cooperation within the team and greater function / department
 - Cooperation across functions / department
 - Promote teamwork, accountability, and continuous improvement.

5. Reporting & Administration

- Technical and project progress reports prepared.
- Job cards, service reports, and completion records reviewed.
 - Monitor labour utilisation and productivity.
 - Track fabrication material usage.
- Technical and project documentation maintained.
- Regular updates provided to Management.

6. Maintenance & After-Sales Support

- Preventive maintenance activities supported.
- Service issues and recurring faults reviewed and technical support provided for resolution.
- Improvements to equipment reliability recommended.
- Support warranty repairs and customer complaints.
- Timely response to breakdowns and urgent technical issues ensured.

7. Safe Work Environment Promoted and Ensured

- 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 promoted zero workplace injury at all times
 - Ensure compliance with workplace health and safety requirements.
 - Regular workshop and site safety inspections conducted.
 - Safe operation of fabrication machinery and tools ensured.
 - Proper PPE usage ensured and monitored.
 - Promote safe refrigerant handling practices.
- Workplace hazards eliminated at all times
 - Systems assist in the identification and elimination of work place hazards on an on-going basis
 - Report and investigate incidents, hazards, and near misses.
- Compliance with environmental requirements maintained.

8. Organisation's image and value standards demonstrated and promoted

- 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	
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.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.
People	
Team Orientation	Work in a team towards a common aim.
Professional	

Competence	Description
Technical Strength	Demonstrate knowledge of a specialist discipline.
Operational	
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Refridgerator	Refrigeration and Aircon

Work Knowledge and Experience

Must be capable and willing to work any shift and be on 24 hour call for emergency situations as necessary

Considerable knowledge of the design and operation of refrigeration control systems and practices, methods, materials, and equipment used in the service and installation

Experience & strong technical knowledge in Evaporator brands like Luve, Kirby & Patten and Refrigeration machines like Copeland, Kirby & Bitzer.

Strong Communication and delegation skills with ability to train and motivate personnel

Demonstrable experience in commercial refrigeration projects including: Cold rooms, Blast freezers, Ice machines, Freezer trucks, Chillers, Display refrigeration systems and HVAC-related works

Minimum 10 years' experience in commercial refrigeration and fabrication with 5+ previous experience supervising technical teams.

Requirements

Language Proficiency

Good Command of English

Other Required Statements

Key Performance Indicators (KPIs)

1. Projects completed within agreed timelines - ≥95%
2. Installation and fabrication quality compliance - ≥98%
3. Customer satisfaction - 100%
4. Rework due to workmanship issues - <3%
5. Preventive maintenance completion - 100%
6. Workshop productivity - ≥90%
7. Material wastage control - within approved limits
8. Safety incidents - Zero LTI
9. Service response and resolution time - Within agreed SLA
10. Team training and competency improvement - Achieved annually

Working Conditions:

The role requires a combination of workshop supervision, customer site visits, project supervision, and technical support activities. The position may require travel to project locations, interaction with customers and contractors, and occasional after-hours support to meet project and service requirements.

Interactions

Type	Interaction	Comments
Internal		
	Management Team	
	Refrigeration Team	
	Sales Manager	
	Project Manager	
	Engineer	
	Stock Clerk	
External		
	Customers	

Type	Interaction	Comments
	Contractors	

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.
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

Consensus seeker	Works to achieve group solidarity and general agreement and harmony.
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

Decisive	Reaches conclusions, promptly and firmly.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
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

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 16 Aug 2026