
Position Description

Vacancy Title: **Supervisor Electrical**

Location: **Lautoka**

Reports To: **None**

Objective

The Supervisor Electrical & Instrumentation is accountable for establishing, maintaining and controlling efficient repair and maintenance programs in order to optimize equipment and Electrical & Instrumentation related plans availability and performance throughout Pine group operations. The role will be required to assist in developing appropriate processes relative to the policies of the organization in order to deliver the services it is meant to provide. The role will report to the Team Leader Electrical Instruments.

Outcomes

Organisational Stakeholders

1. Maintenance Program successfully planned and coordinated

- Comprehensive maintenance schedules efficiently formulated for electrical systems, integrating equipment specifications, OEM recommendations, and historical performance data.
 - Employ advanced predictive maintenance methodologies, such as condition monitoring and reliability-centered maintenance, to preemptively address potential equipment failures.
 - Strategically coordinate maintenance activities with production schedules, optimizing uptime by scheduling tasks during planned downtime windows.
- Effective communication facilitated successfully with maintenance teams to ensure precise execution of scheduled tasks, providing detailed instructions and necessary resources.
 - Regular debriefs effectively conducted with maintenance personnel to review progress, troubleshoot any obstacles, and dynamically adjust schedules to meet operational demands.
 - Feedback loop mechanism successfully implemented to solicit input from technicians, fostering continuous improvement in maintenance procedures and workflows.

2. Effective and Efficient Cost Management

- Cost-effective strategies efficiently implemented for repair and maintenance operations, leveraging efficient scheduling and meticulous inventory management practices.
 - Alternative maintenance approaches successfully evaluated, such as in-house repairs versus outsourced services, to determine the most economically viable solution for each scenario.
 - Efficient negotiation on advantageous contracts with vendors and service providers to secure competitive pricing for spare parts, tools, and maintenance services.
- Systematic cost analyses ensured to pinpoint opportunities for cost reduction and operational efficiency enhancement, ensuring expenditure alignment with budgetary constraints.
 - Maintenance expenditures carefully monitored against predefined budget targets, promptly identifying variances and instituting corrective measures to maintain fiscal discipline.
 - Key performance indicators (KPIs) established and monitored relating to maintenance costs, enabling continuous assessment and optimization of cost efficiency metrics.

3. Competent Project Involvement

- Active engagement ensured in the planning and execution of capital projects pertaining to electrical and instrumentation systems, providing technical expertise and oversight across project phases.
 - Multidisciplinary teams closely collaborated with, including engineering, procurement, and construction, to ensure seamless project alignment with objectives and timelines.
 - Risk assessments and mitigation planning carried out comprehensively to preemptively address potential project pitfalls and safeguard against delays or budget overruns.
- Project stakeholders efficiently coordinated to facilitate the seamless integration of new equipment and systems into existing infrastructure, minimizing operational disruptions.
 - Robust commissioning protocols and procedures developed to validate the functionality and performance of newly installed equipment, ensuring adherence to specifications and regulatory standards.
 - Training and support to operational and maintenance personnel efficiently delivered on the proper operation and upkeep of new assets, ensuring a smooth transition to routine operations.

4. Record Keeping and Compliance ensured at all times

- Efficiently maintained meticulous records of maintenance activities, equipment performance metrics, and regulatory compliance documentation, ensuring comprehensive documentation integrity.
 - Established standardized documentation protocols, encompassing maintenance logs, work orders, and equipment manuals, to streamline record-keeping processes and facilitate retrieval.
 - Implemented stringent document control measures to track revisions and updates to critical documents, ensuring continuous compliance with regulatory mandates and industry benchmarks.
- Conducted and maintained regular audits to validate the efficacy of record-keeping systems and uphold adherence to industry standards and regulatory directives.
 - Conducted thorough documentation reviews to verify completeness and accuracy, promptly identifying and rectifying any anomalies or compliance deviations.
 - Provided targeted training and guidance to maintenance personnel on proper documentation practices and compliance protocols, fostering a culture of meticulousness and regulatory adherence.

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.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.
Problem Solving	Develop practical solutions to a situation.
Learning	Develop the competencies of self and others to enhance performance.
Professional	
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.
Operational	
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.
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Certificate	Electrical Engineering	With 5 years' work experience industry
Desirable		
Diploma	Electrical Engineering	With 3 years' work experience

Work Knowledge and Experience

Completion of an electrical apprenticeship will be an added advantage.

Demonstrated ability to formulate sound strategic plans and programs to effectively deliver department goals.

Capability of managing multi-disciplined team.

High level of integrity, self-discipline, commitment, energy and passion for what you do.

Experience leading a group of tradesmen during shifts and preparing materials for scheduled work.

A valid wiremans license and group 2 drivers license,

Effective communication skills, good team player and good time management skills.

Sound knowledge of the contemporary industrial environment.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	All departments of Pine Group of Companies	
External		
	Contractors	
	Suppliers	
	Local Electrical Authorities	

Attributes

Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Innovative	Devises new and creative ways to do things comes up with original ideas.

Interpersonal Styles

Perceptive	Shows keen insight and understanding of issues or situations.
Team Oriented	Enjoys being with others as part of a group or team.
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.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Imaginative	Generates ideas and images, showing creativity.
Reflective	Takes a thoughtful and deliberative approach.

How To Apply

Scan the QR code below or refer to the following link to submit your application by Friday, 4 September 2026.

Contact for Enquiries

Contact Name: Sereana Rokisi

Contact Email: srokisi@tropik.com.fj

Further Contact Information: --

Closing Date: 04 Sep 2026