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## Position Description

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Vacancy Title: **Manager Sawshop**

Location: **Lautoka**

Reports To: **None**

### Objective

The Manager Saw Shop is a specialized leadership role. The position is directly responsible for maximizing sawmill cutting efficiencies, managing critical blade and tool asset lifecycles and ensuring absolute adherence to domestic engineering and sawmill regulations, structural timber standards and international certifications and compliance.

### Outcomes

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#### Organisational Stakeholders

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##### 1. Sawshop facility operations managed and maintained

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- Lead and supervise saw shop operations, ensuring optimal performance of saws, blades and cutting tools.
  - Oversee the sharpening, tipping, tensioning, and leveling of all bandsaws, circular saws and cutter heads to guarantee precise timber dimensions.
  - Oversee maintenance schedules to minimize downtime and maximize tool life.
  - Implement preventive maintenance programs and introduce modern saw shop technologies.
  - Align saw shop operations with production requirements of pine and hardwood sawmills.
  - Ensure inventory management of saw shop consumables, spare parts and tooling equipment.
  - Enforce rigid Occupational Health and Safety (OHS) laws tailored to saw doctoring environments, managing noise exposure, metal dust extraction and hazardous waste disposal.
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##### 2. Promote Operational Excellence

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- Establish KPIs for compliance adherence, saw shop efficiency and safety performance.
  - Collaborate with engineering and operations teams to ensure saw shop output supports production targets.
  - Drive continuous improvement initiatives in compliance systems and saw shop processes.
  - Monitor tool performance and cutting accuracy to maintain high product standards.
  - Provide technical training and development on sawmill operations, standards and compliance matters.
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##### 3. Team management

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- Supervise, mentor, and evaluate saw shop staff performance.
  - Conduct training programs on compliance, safety, and technical standards.
  - Foster a culture of accountability, discipline, and innovation.
  - Ensure alignment of saw shop staff with TWIL's operational and compliance objectives.
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##### 4. Governance and Reporting

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- Maintain accurate records of compliance audits, saw shop activities, and maintenance schedules.
  - Provide monthly dual reports to Senior Manager Engineering on saw shop operations, tool performance and resource utilization.
  - Ensure transparent communication with stakeholders regarding compliance risks and operational challenges.
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##### 5. Support provided to other areas within the organisation

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- Gather data, prepare, and compile reports for lumber inventory and cutting, and maintain continuous communication with the Production Team regarding production capacities, forecasts, and goals.
  - Oversee the resolution of complex issues and problems in the sawshop
  - Ensure to address the more complex issues escalated by team members or referred from other units.
  - Supervise, coordinate, and control the resources of the assigned units to ensure enhanced service delivery and efficiency.
  - Maintain effective communication with relevant internal stakeholders.
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##### 6. FPG operational and statutory compliance

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- Statutory compliant to laws and regulations
    - Health and safety compliance
    - Operationally compliant to the FPG policies and procedures
      - ensure compliance with company policies and procedures, proper housekeeping, and OHS standards
      - machinery, equipment, and tools should be handled and operated safely and correctly.
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##### 7. Informed management and other stakeholders

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- Provide technical / professional advice to clients and other stakeholders
- Conduct research and compile reports for management

#### 8. A developing and growing Sawshop facility

- Analyze unit results and recommend process improvements, provide input and adhere to the approved budget.
- Keep up-to-date understanding products, regulatory practices and procedures, processing standards, and systems.
- Assist in and contribute to the trials of innovative methods and improved engineering practices in collaboration with the department manager.
- Ensure compliance with operating standards, aid in coordinating production schedules, and assist with budget planning.
- Accountable for all tools and inventory, which must be maintained at levels sufficient to meet agreed-upon requirements.
- Offer on-the-job training, along with innovative ideas and solutions for enhancements, to increase efficiency and attain the primary objectives of the planer mill unit.
- Perform any additional duties within the scope of the position or as delegated by the department manager from time to time.

## Responsibilities - Key Competencies

### Competence Description

#### People

Self-Management Manage your priorities and objectives efficiently and effectively

#### Professional

Technical Strength Demonstrate knowledge of a specialist discipline.

Compliance Comply with relevant laws and the policies and procedures of the organisation.

Mathematical Reasoning Apply mathematical reasoning.

#### 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.

Environment Establish and maintain an environmentally friendly organisation

Stock Control Acquire and monitor stock to meet business needs

## Qualifications

### Qualification Discipline Notes

#### Desirable

Degree Mechanical Engineering , Industrial Engineering

#### Desirable

Diploma Mechanical Engineering , Industrial Engineering

#### Preferred

Certificate Mechanical Engineering , Industrial Engineering Saw doctoring

## Work Knowledge and Experience

EITHER a Bachelor's degree in Mechanical Engineering, Industrial Engineering or related discipline, minimum 5 - 6 years' experience in saw shop operations, technical compliance, or manufacturing.

Strong knowledge of sawmill operations (pine, hardwood, wood chipping).

Expertise in saw shop tooling, sharpening and maintenance practices.

Ability to conduct independent compliance audits and risk assessments.

Leadership skills to manage saw doctors, assistants and apprentices.

Problem solving skills for operational and compliance challenges.

Strong commitment to safety, quality and governance standards.

OR a combination of extensive technical training in saw shop operations and technical compliance with over 10 years experience in saw shop operations, technical compliance or manufacturing.

OR a Diploma in Mechanical Engineering, Industrial Engineering or related discipline, minimum 7 - 8 years' experience in saw shop operations, technical compliance, or manufacturing.

Strong knowledge of compliance frameworks, industry standards and occupational health and safety regulations.

Proven leadership experience managing technical teams in industrial settings.

Excellent analytical, reporting and problem solving skills.

OR a Trade Certificate in Saw Doctoring, Mechanical Engineering, Industrial Engineering or related discipline, minimum 8 - 9 years' experience in saw shop operations, technical compliance, or manufacturing.

## Requirements

## Language Proficiency

Excellent command of English

Proficiency in English for reporting, documentation, and communication with internal teams

## Other Required Statements

No other required statements found.

## Interactions

| Type            | Interaction                             | Comments           |
|-----------------|-----------------------------------------|--------------------|
| <b>Internal</b> |                                         |                    |
|                 | Sawmill Manager                         |                    |
|                 | Mechanical Department                   |                    |
|                 | Electrical & Instrumentation Department |                    |
|                 | Finance Team                            |                    |
| <b>External</b> |                                         |                    |
|                 | Relevant Government Ministries          | Sawdoctor training |

## 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.                                        |
| Integrity       | Adherence to moral and ethical principles; soundness of moral character; honesty.                                            |

### Interpersonal Styles

|               |                                                                                                                |
|---------------|----------------------------------------------------------------------------------------------------------------|
| Objective     | Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement. |
| Team Oriented | Enjoys being with others as part of a group or team.                                                           |
| Perceptive    | Shows keen insight and understanding of issues or situations.                                                  |

### Thinking Styles

|                        |                                                                                                                                 |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Analytic               | Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems. |
| Well organised         | Controls tasks in a well thought out and critical manner.                                                                       |
| Disciplined/Systematic | Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.                  |

## How To Apply

Scan the QR code below or click the following link to submit your application by Friday, 18 September 2026.

## Contact for Enquiries

Contact Name: Jone Naqoli

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Further Contact Information: --

**Closing Date: 18 Sep 2026**