

JOB DESCRIPTION

Position Title: Assistant General Manager Workshop

Division: Workshop	Location: Main Office, Matautu-tai
Report to: General Manager	Contract: Three (3) Years
Hours of Work: Monday to Friday, 9am – 5pm	Salary: \$94,624.24 [L19]
Responsible for: Workshop Division Staff	

Primary Objectives

Provide strategic and technical leadership for the Workshop Division to ensure the Corporation's vessels, vehicles, workshops, shore facilities and associated engineering assets are maintained in a safe, reliable, compliant and cost-effective condition. Lead the planning and implementation of marine engineering, ship repair, mechanical maintenance, fabrication, welding and general maintenance activities. Ensure vessels comply with the ISM/SMS, Classification Society, Flag/Port State and Coast Guard requirements relevant to engineering and ship-repair matters. Provide sound technical advice to the General Manager and management, lead major repairs and dry-docking programmes, ensure critical spare parts are available when required, and develop the Workshop Division's people, systems, budget and operational capability.

Part A: Key Responsibilities, Activities, Tasks & Key Performance Indicators (KPIs)

Key Areas of Responsibility	Key Activities and Tasks	Key Performance Indicators (KPIs)
Strategic Leadership & Workshop Governance	- Lead the Workshop Division as a Senior Management function and provide clear direction, priorities and accountability for all workshop activities. - Develop and implement the Annual Workshop Divisional Work plan, maintenance priorities and improvement initiatives in alignment with the Corporation's strategic and operational activities. - Advise the General Manager and Senior Management on engineering risks, vessel condition, major repair requirements, maintenance priorities and technical options. - Represent the Workshop Division at Management meetings, technical forums and other official engagements as required. - Act as Acting General Manager when formally delegated and represent the Corporation professionally when required	- Annual Workshop Divisional Work Plan prepared, approved and implemented. - Management receives timely, accurate and decision ready technical advice. - Workshop priorities and resources are aligned with fleet and corporate operational requirements - Delegated Acting GM responsibilities are carried out effectively when required.

Fleet Engineering & Preventive Maintenance	• Direct the Planning and implementation of preventive and corrective maintenance for vessel main engines, auxiliary machinery, propulsion systems, electrical / mechanical equipment and other engineering systems with the Workshop's responsibility. • Work closely with AGM Maritime, Captains/Chief Engineers personnel to identify maintenance requirements and schedule work without unnecessarily disrupting vessel operations • Monitor planned maintenance, defects, outstanding repairs and recurring engineering issues and ensure appropriate actions is taken. • Conduct or arrange regular vessel visits, including taking passage where necessary to assess engineering condition and monitor repairs and maintenance. • Review maintenance records and technical reports for accuracy, completeness and timely submission.	• Planned maintenance is completed within approved schedules and priorities. • Critical defects and overdue engineering work are identified and actively managed. • Recurring machinery failures are investigated and corrective action implemented. • Technical maintenance reports are accurate and submitted on time.
Workshop Operations, Fabrication & Welding	• Provide direct oversight of the Fleet Maintenance Shop and Commercial fabrication and welding services. • Plan and allocate workshop resources, equipment, materials and personnel to meet approved work programmes and operational requirements • Ensure workshop activities are undertaken safely efficiently and to acceptable technical and workmanship standards • Monitor workload, turnaround times, quality of completed work and utilization of workshop resources • Identify opportunities to improve productivity, equipment capability, fabrication capacity and service delivery.	• Workshop work is completed to approved scope, quality and timeframe. • Workshop resources and equipment are effectively utilised. • Quality issues and rework are identified and reduced. • Workshop services support vessel availability and operational requirements.
Regulatory, Class and Safety Compliance	• Ensure engineering and ship-repair activities support compliance with SOLAS, MARPOL and applicable ISM/SMS requirements. • Work with the AGM Maritime, Captains, Engineers and surveyors during vessel inspections and respond to engineering-related findings. • Analyse inspection findings, establish corrective actions and monitor close-out of outstanding items. • Maintain awareness of Classification Society, Flag State, Port State and Coast Guard requirements relevant to engineering and ship repair. • Ensure technical records, drawings, specifications and evidence required for inspections and compliance are available and properly maintained.	• Engineering-related inspection findings are addressed within approved timeframes. • Required compliance records and technical documentation are available and current. • No avoidable regulatory or Class delays result from Workshop actions. • Corrective actions are tracked through to verified completion
Dry-Docking, Major Repairs	• Work with the AGM Maritime and management with planning and execution of vessel dry-dockings, major repairs, refits and engineering projects.	• Dry-docking and major repair programmes are planned and

& Vessel Projects	• Develop technical scopes of work, repair priorities, specifications and supporting documentation for major engineering works. • Coordinate with shipyards, contractors, surveyors, suppliers and internal stakeholders throughout major repair and docking activities. • Monitor progress, quality, costs, variations, technical issues and completion of approved docking work. • Review post-docking outcomes and identify lessons, follow-up repairs and maintenance actions.	completed against approved scope and schedule. • Technical specifications and scopes are clear and fit for purpose. • Major repair costs and variations are monitored and reported. • Post-docking actions are documented and followed through.
Procurement Spares and Supplier Management	• Ensure critical vessel spare parts, engineering materials, tools and consumables are identified, planned and available when required. • Liaise with overseas and local suppliers to obtain ship parts and technical materials within required timeframes. • Develop technical specifications and support quotation and procurement processes for engineering works and equipment. • Evaluate technical suitability, quality, lead times and whole-of-life considerations when reviewing quotations and supplier options. • Maintain effective records of critical spares, supplier performance, orders, deliveries and outstanding requirements.	• Critical spares are available or appropriately ordered before they are required. • Procurement supports operational needs while maintaining value for money. • Supplier delays and shortages are identified early and escalated. • Technical specifications are accurate and procurement records are complete.
Vehicles, Buildings & Shore Facilities	• Oversee mechanical maintenance of Corporation vehicles and general maintenance requirements for offices, workshops and other shore-based facilities within the Workshop's responsibility. • Establish maintenance priorities for shore assets based on safety, operational need, condition and available resources. • Coordinate repairs and maintenance with internal users, contractors and service providers. • Monitor the condition and serviceability of workshop equipment, tools and supporting facilities. • Maintain records of significant repairs, maintenance requirements and asset-related issues.	• Priority vehicle and facility maintenance is completed within approved timeframes. • Critical workshop equipment and facilities remain serviceable. • Maintenance requirements are identified before they become major operational issues. • Records of significant maintenance activities are maintained.

People Leadership, Training & Performance	• Lead, supervise and develop Workshop staff, promoting accountability, teamwork, professionalism and safe work practices. • Set clear work expectations, allocate responsibilities and monitor staff performance against agreed objectives. • Identify skills gaps and training needs and provide professional development advice to strengthen engineering capability. • Promote knowledge transfer, practical mentoring and succession capability within the Workshop Division. • Address workplace issues promptly and in accordance with SSC policies and management procedures.	• Staff responsibilities and work priorities are clearly communicated. • Performance issues are addressed promptly and appropriately. • Training needs are identified and reflected in development plans. • Workshop capability and technical knowledge are progressively strengthened.
Representation, collaboration & Corporate Support	• Work collaboratively with Maritime, Operations, Finance, HR and other divisions to support safe and reliable vessel and corporate operations. • Represent the General Manager and Corporation at technical meetings, inspections, forums and stakeholder engagements when delegated. • Maintain professional relationships with surveyors, Classification Society representatives, shipyards, contractors, suppliers and relevant authorities. • Provide technical input to corporate proposals, Board papers, reports and management submissions where required. • Perform other related duties and responsibilities reasonably assigned by the General Manager.	• Effective cross-divisional coordination is maintained. • External and internal stakeholders receive professional and timely engagement. • Technical submissions and management information are accurate and fit for purpose. • Assigned duties are completed to the required standard and timeframe.

Part B: Merits and Selection Criteria

Skills and Abilities	✓ Demonstrated strong leadership and people-management skills, with the ability to lead a technical division and hold staff accountable for results. ✓ Demonstrated planning, organisational and problem-solving skills, with the ability to manage multiple priorities and urgent engineering matters. ✓ Demonstrated sound ability to analyze technical information, vessel plans, machinery drawings, specifications, reports and engineering problems. ✓ Strong verbal, written and interpersonal communication skills, including the ability to communicate effectively in both English and Samoan. ✓ Computer literacy with demonstrated proficiency in Microsoft Office and relevant engineering, maintenance or operational software.
Personal Attributes	✓ Strong leadership and accountability, with the ability to motivate and manage technical teams while maintaining high standards of performance and discipline ✓ Strong problem-solving ability and sound judgement, particularly when dealing with complex technical issues, emergencies and competing operational priorities

	✓ Highly organized and results-oriented, with the ability to plan, prioritise and deliver maintenance, repair and workshop programmes within required timeframes, budgets and quality standards ✓ Excellent communication and interpersonal skills, with the ability to build effective working relationships and communicate technical information clearly with staff, management, contractors and external stakeholders ✓ High level of integrity, safety awareness and professionalism, demonstrating commitment to maritime safety, regulatory compliance, quality assurance and continuous professional development
Work Performance and Experience	✓ At least 5 (5) years' proven management or supervisory experience, preferably in a technical or engineering environment. ✓ At least five (5) years' extensive practical experience in marine engineering, ship repair, maintenance and overhaul. ✓ Proven experience with propulsion and auxiliary machinery, workboats, inflatables and related marine engineering systems. ✓ Experience in vessel inspections, maintenance planning, emergency repairs, dry-docking or major repair programmes and technical coordination. ✓ Experience in managing workshops, contractors, suppliers, shore facilities or other maritime supporting services, with a strong focus on safety, quality and cost control.
Qualifications	✓ University Degree or Advanced Diploma in Marine Engineering, Heavy Diesel Engineering or another relevant engineering discipline. ✓ Formal technical training or recognized professional development relevant to marine engineering, ship repair or heavy mechanical maintenance. ✓ Relevant training or demonstrated knowledge in maritime safety, vessel Safety Management Systems and the ISM Code. ✓ Relevant knowledge or training in Classification Society, Flag State, Port State, Coast Guard and other applicable maritime engineering requirements. ✓ Commitment to continued professional development through relevant training, technical research and industry learning.

Continued Professional Development

The Samoa Shipping Corporation is committed to provide CPD for the successful candidate. SSC expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.