



**Job Description
AGM Workshop
Division: Workshop**

JOB DESCRIPTION	
Job Title	AGM Workshop
Salary Range	\$88,300.83 <i>per annum</i>
Location	Main Office @ Matautu Tai
Hours of work	Monday to Friday, 9:00am to 5pm
Reporting to	General Manager/CEO
Responsible for	Workshop Division
Contractual Status	Contract 3 years
Primary Objectives	To plan and effectively implement Marine engineering work and Mechanical maintenance for company vessels and vehicles. Ensure vessels compliance with ISM/SMS classification, Flag/Port State and Coast Guard requirements in relation to engineering and ship repair related matters. To provide expert advice on technical engineering issues to assist management with decision making. Ensure all necessary spare parts for ship engine and general ship arrangement is available at all time.
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none"> ❖ Manage and supervise Workshop staff and report to the GM on all matters pertaining to the successful operation of the Division ❖ Provide direct supervision for the Fleet Maintenance Shop and the Commercial Fabrication and Welding services ❖ Compliance with Solas ad Marpol Convention ❖ Manage and coordinate a cohesive process in responding to emergency repairs and investigate major machinery failures to minimize future occurrence and for insurance claims ❖ Work closely with the Maritime Division, Captains and Engineers in scheduling and carrying out repairs and maintenance for all vessels as required by Class, Flag/Port

State and Coast Guard

- ❖ Assist AGM-Maritime and Surveyors in conducting vessel inspections, analysing issues arising from inspection, performing corrective actions as soon as practicable, follow up subsequent actions carried out and reporting in a timely manner
- ❖ Assist AGM-Maritime in planning of vessel dry-dockings and acquiring of vessel spare parts for docking requirements
- ❖ Liase with overseas supplier to ensure ship parts is supplied on time when required/necessary
- ❖ Work closely with Maritime and Operation Division to ensure the safe operation of vessels particularly reference to the provision of marine technical aspect
- ❖ Conduct frequent vessel visits on occasion taking passage to monitor onboard engineering function and complete repairs an maintenance on both shipboard and shore based
- ❖ Monitor the timeliness and accuracy of technical maintenance reporting
- ❖ Oversee quotation and procurement processes to ensure cost efficiency whilst maintaining acceptable standards
- ❖ Coordinate the assembly of all plans, drawings etc., which may be required by the Emergency Response Team in order to provide technical assistance to the Master and assist in the review of the vessel /shore contingency plans covering emergency situations
- ❖ Identify training needs and provide professional development advise to keep up the emerging engineering market rents
- ❖ Directly responsible for the development of the annual budget of the Workshop Division and implement control and monitoring mechanisms
- ❖ Ability to take initiative and lead employees
- ❖ Effective verbal, written and interpersonal communication skills
- ❖ Highly organised and able to multitask in a fast paced environment
- ❖ Represent the GM and the Corporation in forums where necessary and the ability to act as Acting GM in the absence of the General Manager
- ❖ Perform any other related duties that may be assigned

**Selection Criteria
(Person Specification)**

Experience	<ul style="list-style-type: none"> ❖ Must have 5 years proven practical experience in a Management /Supervisory level (Essential) ❖ Must have 5 years extensive experience in Marine engineering, ship repairs, maintenance and overhaul of propulsory & auxiliary plants, workboats and inflatables (Essential) ❖ Advance skills in the use of safety equipment and installation in common used on board vessels (Essential) ❖ Must have a sound knowledge of Maritime Regulations and vessel Safety Management System with the reference to ISM Code (Desirable) ❖ Must have a sound knowledge in general maintenance requirements of maritime supporting shore facilities
Skills & Qualifications	<ul style="list-style-type: none"> ❖ A university Degree or Advance Diploma in Marine Engineering or Heavy Diesel engineering or Marine Engineering Class 4 or other similar qualification (Essential)
Key Competencies	<ul style="list-style-type: none"> ❖ Must have good reporting and communication skills (fluent in both English and Samoan, spoken and written) with the ability to read, analyse and proven specification writing skills (Essential) ❖ Must have strong organisational and leadership skills and the ability to multitask and drive staff in meeting deadlines (Desirable) ❖ Must be computer literate with demonstrated proficiency in the use of the Microsoft (MS) Office programs, MS Word and relevant operations software (Essential)
Continued Professional Development	<p>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 attribute and skills.</p>