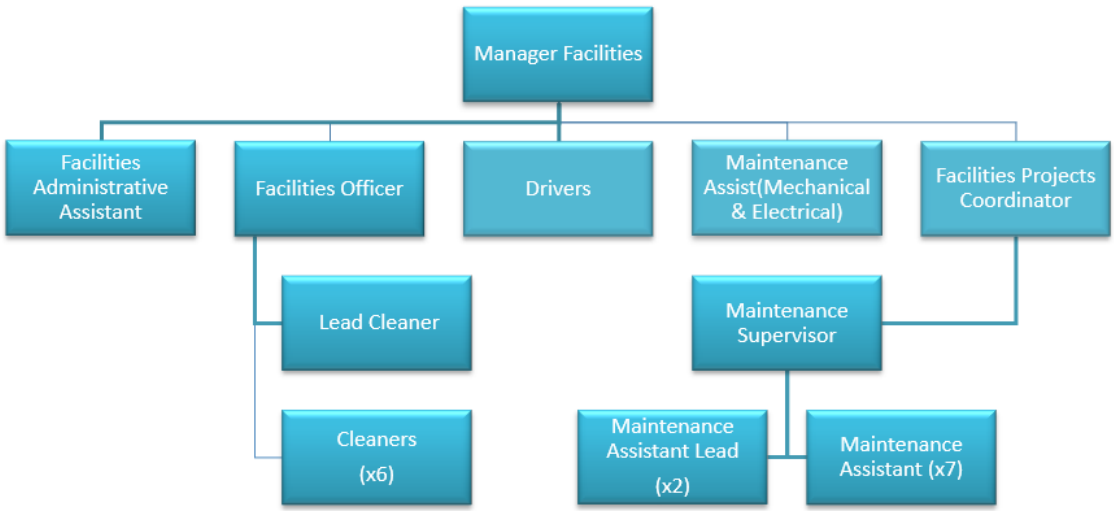
JOB DESCRIPTION

Job Title:	Maintenance Assistant (Mechanical & Electrical)
Division/Programme and Section/Project (if any):	Facilities, Operations and Integration collective
Location:	Suva, Fiji
Reporting to:	Manager Facilities
Number of Direct Reports:	Nil
Purpose of Role:	This role provides hands-on support to the Maintenance Supervisor in the servicing, repair, and upkeep of SPC's air-conditioning units, minor electrical fixtures, and general building maintenance. The Maintenance Assistant (Mechanical & Electrical) ensures all works are carried out safely, efficiently, and in compliance with SPC OHS standards, contributing to a secure, functional, and well-maintained campus environment.
Date:	September 2026

Organisational Context and Organisation Chart



Key Result Areas (KRAs):

The position of **Maintenance Assistant (Air Conditioning and Electrical)** encompasses the following major functions or Key Result Areas:

1. Air Conditioning Servicing & Support:40%
2. Minor Electrical Maintenance:25%
3. General Building Maintenance & Campus Support:25%
4. Support for Functions & Divisional Requests:10%

The performance requirements of the Key Result Areas are broadly described below

Jobholder is accountable for	*Jobholder is successful when*
KRA#1 Air-Conditioning Servicing & Support: 40% • Assist with routine servicing, cleaning, and basic troubleshooting of air-conditioning units. • Support the Maintenance Supervisor in diagnosing faults and carrying out minor repairs. • Assist in installation, relocation, and removal of AC units. • Maintain cleanliness of AC tools, filters, and equipment. • Report AC faults, leaks, or hazards immediately.	• AC units operate efficiently with reduced downtime. • Preventative servicing is completed on schedule. • Minor faults are resolved promptly or escalated appropriately. • Installations and relocations are carried out safely. • AC tools and equipment are maintained in good condition.
KRA#2 Minor Electrical Maintenance: 25% • Assist with minor electrical tasks such as replacing lights, switches, sockets, and basic wiring support. • Support safe isolation of circuits under supervision. • Report electrical hazards immediately. • Assist contractors during major electrical works.	• Minor electrical issues are resolved safely and promptly. • Electrical works comply with SPC safety standards. • Hazards are identified early and escalated. • Contractor works are supported effectively.
KRA#3 General Building Maintenance & Campus Support: 25% • Assist with general maintenance tasks including carpentry, painting, plumbing support, and minor repairs. • Support upkeep of tools, machinery, and workshop areas. • Assist in maintaining campus environment (drains, footpaths, gardens). • Respond to staff maintenance requests in a timely manner. • Report OHS or security issues immediately.	• Maintenance works are completed on time and to expected standards. • Campus environment is well maintained and safe. • Tools and machinery are properly used and stored. • Staff requests are resolved efficiently. • OHS/security issues are acted on immediately.

KRA#4 Support for Functions & Divisional Requests: 10% • Assist with set-up, logistics, and technical support for official functions and meetings. • Support programme/divisional maintenance requests. • Perform other duties as required by the Maintenance Supervisor.	• Facilities service delivery for functions and meetings are implemented successfully and in a timely manner. • Staff requests are delivered in an efficient manner. • Other duties are performed successfully.

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

- Supporting AC and electrical tasks safely under supervision.
- Diagnosing minor faults in AC and electrical systems.
- Working in confined spaces, heights, or areas with electrical hazards.
- Managing multiple tasks while maintaining safety and quality standards.
- Coordinating with contractors and ensuring smooth onsite support.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External Key external contacts are: • AC suppliers and service contractors • Electrical contractors • Equipment suppliers	• Requesting quotes • Technical discussions and onsite coordination • Receiving goods and signing service reports
Internal Key internal contacts are: • Manager Facilities • Maintenance Supervisor • The Facilities Maintenance and Cleaning teams • All SPC Staff	• Reporting faults, hazards, and urgent anomalies • Coordinating planned interventions • Providing basic technical support when required

Level of Delegation:

Routine Expenditure Budget: *0*

Budget Sign off Authority without requiring approval from direct supervisor: 0

Personal Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications, or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
• Relevant TVET qualification in Air-Conditioning & Refrigeration or Electrical Trades.	• Electrical trade courses and mechanical/HVAC-related certifications. • Valid driver's license (Group 2 minimum; Group 4 or 6 desirable). • OHS/First Aid Certification.

Knowledge/Experience

Essential:	Desirable:
• 4-5 years' experience in AC servicing, minor electrical work, and general maintenance. • Basic knowledge of AC systems, servicing, and minor repairs. • Basic electrical troubleshooting skills. • Ability to read simple technical diagrams. • Good organisational and time-management skills.	• Inventory management. • Working knowledge of MS Office. • Experience in building maintenance trades.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	• Ability to diagnose minor air-conditioning faults quickly and safely (cooling issues, leaks, blocked filters, basic electrical faults). • Competence in carrying out routine AC servicing including cleaning filters, checking drainage, and supporting minor repairs. • Building maintenance work including small carpentry, painting, plumbing assistance, and general repair tasks.
Working knowledge	• Safe use of AC and electrical tools and equipment • Different building trades and use of tools and machinery relevant to general maintenance. • Basic electrical troubleshooting such as replacing lights, switches, sockets, and supporting safe isolation under supervision. • English (verbal and written) for communicating with staff, contractors, and supervisors.
Awareness	• SPC Regulations and Policies • SPC OHS Policy • Facilities Policy • Understanding of Fiji building codes and plumbing standards

Key Behaviors

*All employees are measured against the following **Key Behaviors** as part of Performance Development:*

- Health & Safety
- Teamwork
- Taking Responsibility

- Attendance & Punctuality
- Interpersonal Skills
- Change & Innovation
- Judgement
- Building Individual Capacity
- Promotion of Equity & Equality

Personal Attributes

- High level of professional integrity and ethics
- Demonstrated high level commitment to customer service
- Punctuality
- Honesty
- Sense of teamwork and organizational purpose

Change to Job Description:

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.