

# Technical Maintenance Manager Position – Tropical Island Paradise Fiji

**Location:** Fiji Islands, Suva  
**Type:** Permanent

## Overview:

We are seeking an experienced and dynamic Technical Maintenance Manager to oversee our maintenance department on a remote, off-grid paradise known for excellent service and superior diving experiences. This is a single live-in position only, and the ideal candidate should have minimum four years left on their passport. The successful candidate will be responsible for managing a team of 15 staff, ensuring the smooth operation, maintenance, and renovation of the island's infrastructure and systems. This role combines hands-on technical expertise with strong administrative and leadership skills to maintain the highest standards of safety, efficiency, and sustainability.

## Key Responsibilities:

Team management and leadership:

- Lead, manage, and develop a team of 15 maintenance staff, fostering a collaborative, efficient, and safe working environment.
- Plan and coordinate staff schedules to ensure optimal coverage and efficiency in maintenance operations.
- Conduct regular training sessions for staff on safety protocols, technical skills, and customer service excellence.
- Evaluate staff performance, provide constructive feedback, and identify development opportunities.

## Maintenance and technical oversight:

- Oversee the maintenance, repair, and improvement of all island facilities, including electrical systems, plumbing, buildings, vehicles, and renewable energy installations and generators.
- Implement and manage a preventative maintenance program to minimise downtime and extend the lifespan of facilities and equipment.
- Troubleshoot and resolve complex technical issues swiftly and efficiently.
- Proven track record and hands-on experience in solar geysers, diesel engines, building maintenance, project management, and water treatment systems.

Administrative duties:

- Develop and manage the maintenance department budget, ensuring cost-effective resource allocation.
- Maintain accurate records of maintenance activities, expenses, inventories, and staff schedules.
- Order supplies and equipment, negotiating with suppliers to secure the best prices and timely delivery.
- Proficient in stock control, supplier relations, and the creation and enforcement of Standard Operating Procedures (SOPs).

Project management:

- Collaborate with contractors and consultants on renovation projects, ensuring projects meet specifications, budget, and timelines.
- Oversee the planning and execution of new construction projects, from concept to completion, ensuring compliance with environmental regulations and sustainability practices.

**Safety and compliance:**

- Ensure all maintenance activities comply with safety standards and environmental regulations.
- Conduct regular safety audits, risk assessments, and emergency preparedness drills.

**Stakeholder relations:**

- Work closely with the island's management team to align maintenance strategies with overall business objectives.
- Communicate effectively with team members, management, contractors, and suppliers to ensure a cohesive approach to maintenance and project work.

**Working conditions:**

- This position is based on a remote, off-grid island. Candidates must be comfortable living and working in an isolated environment.
- Flexible working hours, including weekends and holidays, may be required to meet the needs of the facility.
- The role involves both office-based administrative work and on-site technical tasks.

**Application process:**

- Interested candidates should submit a resume detailing their experience and qualifications, along with a cover letter explaining why they are the ideal candidate for this role.
- Provide at least three contactable references.
- This is a unique opportunity to play a key role in the upkeep and development of a remote island paradise. If you are a dedicated and skilled maintenance/technical manager looking for a challenging and rewarding position, we encourage you to apply.

**Qualifications:**

- Proven experience in maintenance management, ideally in a remote or off-grid setting.
- Strong technical knowledge in electrical, plumbing, construction, and renewable energy systems.
- Excellent leadership, team management, and interpersonal skills.
- Proficient in budget management, negotiation, and procurement.
- Experience in project management and working with contractors.
- Strong organizational skills, with the ability to manage multiple tasks and projects simultaneously.
- Familiarity with safety regulations and environmental compliance.
- Technical certification or degree in a related field is necessary for the Fijian Immigration.
- Marine Experience: Boating and marine knowledge are advantageous.
- Diving Qualification: A qualified diver is preferred, but not necessary.

Posted on 01 Apr 18:26, Closing date 29 May

**Apply**

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