



SERVICES SUPERVISOR

Kokomo Private Island Fiji is seeking an experienced and hands-on **Services Supervisor** to lead the daily operation and maintenance of the resort's essential engineering services.

Position Overview:

This senior supervisory role is responsible for coordinating the Electrical and HVAC teams while overseeing electrical systems, refrigeration, plumbing and water services, swimming pools, plant rooms, fire-safety systems and other back-of-house infrastructure. The successful candidate will help ensure that all facilities operate safely, efficiently and to the exceptional standards expected of an international luxury resort.

Responsibilities

- Supervise, coordinate and develop the Electrical and HVAC teams.
- Allocate work orders and prioritize preventive and corrective maintenance.
- Oversee electrical distribution, lighting, switchboards, MCCs, emergency lighting and fault-finding.
- Supervise HVAC and refrigeration systems, including VRF and split systems, cold rooms, freezers and ice machines.
- Maintain oversight of plumbing, water reticulation, hot-water and wastewater support systems.
- Support the reliable operation of swimming pools, water features, plant rooms and utility infrastructure.
- Oversee fire panels, manual call points, smoke detectors and heat detectors, ensuring relevant staff are appropriately trained.
- Coordinate breakdown responses and participate in the engineering on-call roster.
- Conduct toolbox meetings, risk assessments and daily work planning.
- Enforce PPE, Lock-Out/Tag-Out and safe electrical-isolation procedures.
- Supervise contractors and verify safety, quality and completion of work.
- Control and conduct stock takes of electrical supplies and equipment.

Skills & Qualifications

- Trade Certificate in Electrical, HVAC, Mechanical Engineering or a related discipline.
- Electrical registration and knowledge of **AS/NZS 3000:2007**.
- Refrigerant-handling certification.
- Valid driver's license.
- First Aid Certificate is desirable.
- At least **five years' engineering-maintenance experience**.
- At least **three years' experience in a supervisory role**.
- Experience in a luxury resort, hotel, hospital, mining or industrial environment.
- Experience managing multidisciplinary maintenance teams.
- Remote-location experience would be an advantage.
- Demonstrated knowledge of preventive-maintenance systems and electrical safety.

The Ideal Candidate

You will be a practical and accountable leader with strong technical knowledge of electrical, HVAC, refrigeration, plumbing, pumps, motors, pool plant and Building Management Systems. You will demonstrate excellent planning, communication, decision-making and problem-solving skills, along with a strong commitment to safety, professional integrity and exceptional guest service.

This position involves working throughout the resort, including guest villas, restaurants, workshops, plant rooms, roof spaces and outdoor areas. Weekend, public-holiday and after-hours work may be required as part of the on-call roster.

If you are suitably qualified for one of the above positions and ready to join our team based in Kadavu, please apply.

Send your detailed CV, a cover letter and recent PP size photo

Via email to recruitment@kokomoislandfiji.com

Only shortlisted applicants will be contacted for an interview.

Applications will close on 28th August, 2026.