

POSITION DESCRIPTION

Balasia Limited

AM250003 - Building Supervisor

Balasia Limited is a landowner company, operating since 2009. The company supplies manpower to Newmont mine on Lihir Island, New Ireland Province.

A result oriented, proven leader is sought for this role, to provide technical advice and drive high performance in the team. The role is based on Lihir Island.

BUILDING SUPERVISOR

Reporting to Senior Specialist - Town Maintenance Building, this role is responsible for providing technical advice relating to building maintenance for work for the townsite buildings, manage resources effectively to ensure optimal maintenance of Towns & Camps facilities and contribute to develop the skills and knowledge of the local workforce.

Key Responsibilities:

- Plan, organize, and oversee maintenance work from initiation to completion
- Manage departmental resources to optimize town building maintenance
- Supervise Business Partner services to ensure effective service delivery
- Monitor progress against plans and address shortfalls proactively
- Identify and manage risks within acceptable limits using the JSA process
- Oversee the performance of Business Partner services and ensure alignment with scope of work
- Manage procurement and coordination of materials and supplies
- Deliver monthly stock-take reports for assigned areas
- Provide leadership, mentoring and support to Town Maintenance colleagues and Business Partners as required
- Support the Town Maintenance Superintendent and other departments with relevant tasks
- Ensure compliance with NewSafe Safety System and LGL Environmental Policies
- Drive and influence proactive safety behaviors through visible leadership
- Ensure personnel, visitors and contractors comply with site and contractual HSE requirements, holding individuals accountable
- Plan and execute tasks to meet performance goals within constraints
- Plan work to be conducted safely, considering environmental conditions, nearby activities, and resource needs
- Foster the development of tradespersons to enhance safety, quality and efficiency
- Develop team members through regular feedback, coaching and both formal and on-the-job training
- Create opportunities for teamwork to enable collaboration, contribution and shared learning
- Deliver work within the approved budget, addressing variances through the escalation process
- Identify and implement cost reduction opportunities.

Expected Competencies:

- Trade Certificate or higher in a building or construction field
- Valid PNG Driver's license - Class 6 (required)
- Minimum of 5 years supervisory experience in building infrastructure or facilities maintenance
- Experience managing building maintenance projects and contractor management
- Experience working in multicultural workforce
- Demonstrated competence in business and statutory requirement matters
- Knowledge of PNG Mine Safety Act, Newcrest Safety System and departmental operating procedures
- Ability to train and develop maintenance crews for reliability and availability
- Demonstrates responsibility for health and safety while setting clear HSE expectations
- Experience in managing costs, budgeting and financial analysis

- Excellent written communication and public speaking skills
- Good interpersonal skills
- Good planning, analytical and problem-solving skills
- Proven ability to work under pressure and independently
- Attention to detail and time management to meet deadlines
- Proficiency in SAP and MS Office Suite.

TO APPLY

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the online application form and attach the following - updated CV, copies of qualifications and details of three (3) referees with current contact details.

For more information email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close 5pm, Friday, 31 January 2025

Only shortlisted candidates will be contacted

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to jobs@vanguard.com.pg together with a copy of your CV in MS Word format.