



JOB DESCRIPTION

Position:	Property Officer
Location of position:	Suva
Reporting to:	Head of Delivery
Specific accountabilities:	As follows

PURPOSE

To manage, maintain, improve, and develop Fiji Roads Authority's buildings, depots, offices, workshops, warehouses, staff quarters, and other operational facilities, ensuring they remain safe, functional, compliant, cost-effective, resilient, and fit for purpose.

The Property Officer is responsible for building asset management, facilities maintenance, refurbishment and renewal programmes, accommodation management, lifecycle planning, and the planning and delivery of building and civil works projects that support FRA's operational and strategic objectives.

The position requires a technically competent building and facilities professional with practical experience in civil and building construction, maintenance, refurbishment, carpentry and building trades, contractor management, facility asset management, and project delivery.

DUTIES AND RESPONSIBILITIES

Property and Facilities Management

1. Maintain and regularly update a comprehensive register of FRA buildings, depots, offices, workshops, warehouses, staff quarters, and associated facilities.
2. Develop, implement, and monitor planned, preventative, corrective, and emergency maintenance programmes for all FRA facilities.
3. Conduct routine inspections and condition assessments of FRA properties and identify maintenance, repair, refurbishment, renewal, and replacement requirements.
4. Ensure FRA facilities remain safe, functional, secure, presentable, and fit for operational requirements.
5. Monitor building performance and asset condition and recommend cost-effective improvements to extend asset life and improve functionality.
6. Develop and maintain a Facilities Asset Management Plan incorporating lifecycle renewal, replacement, and maintenance programmes.
7. Investigate building defects, structural deterioration, water ingress, roofing deficiencies, drainage issues, and other building-related problems and recommend appropriate remedial actions.



Building Maintenance and Civil Works

8. Manage the maintenance, refurbishment, and upgrading of FRA depots, workshops, offices, warehouses, staff quarters, and operational facilities.
9. Coordinate and supervise repairs and maintenance works relating to:
 - Structural elements
 - Concrete and masonry works
 - Carpentry and joinery
 - Roofing systems
 - Painting and finishing works
 - Plumbing services
 - Electrical services
 - Drainage systems
 - Fencing and gates
 - Security systems
 - Air-conditioning systems
 - Water supply systems
 - Other building services
10. Assess maintenance requirements and prepare scopes of work, technical specifications, bills of quantities, cost estimates, and maintenance programmes.
11. Monitor building maintenance activities to ensure works are completed to required quality, safety, and workmanship standards.
12. Coordinate emergency maintenance works and urgent repairs arising from operational requirements, natural disasters, security incidents, or asset failures.

Depot and Staff Quarters Management

13. Coordinate the occupancy, handover, inspection, and vacation of FRA staff quarters in accordance with approved policies and procedures.
14. Conduct periodic inspections of occupied and vacant staff quarters and prepare condition reports and maintenance plans.
15. Assess accommodation requirements and provide recommendations for refurbishment, extension, replacement, or construction of staff quarters.
16. Maintain accurate records of accommodation occupancy, maintenance history, inspections, and improvement works.

Capital Projects and Facility Development

17. Manage the planning, design, construction, and commissioning of new FRA offices, depots, workshops, warehouses, staff quarters, and other building facilities.
18. Act as Project Manager for approved building maintenance, refurbishment, office upgrades, depot developments, accommodation projects, and facility improvement works.



19. Prepare project scopes, technical specifications, cost estimates, schedules, budgets, and procurement documentation.
20. Manage consultants, contractors, suppliers, and service providers engaged on facility improvement and construction projects.
21. Monitor project progress to ensure works are completed within approved budgets, timelines, quality standards, and safety requirements.
22. Coordinate office modernization initiatives, workspace improvements, building extensions, facility upgrades, and associated civil works projects.

Asset Management, Compliance and Risk Management

23. Maintain records of building assets, maintenance histories, warranties, operating manuals, inspection reports, and condition assessments.
24. Develop, maintain, and regularly update building asset information including asset inventories, replacement values, condition ratings, remaining useful life assessments, maintenance histories, and lifecycle forecasts.
25. Ensure FRA facilities comply with applicable building regulations, occupational health and safety requirements, fire safety standards, environmental requirements, and other statutory obligations.
26. Coordinate statutory inspections and ensure timely implementation of corrective actions arising from inspection findings.
27. Undertake facility risk assessments and implement measures to mitigate operational, safety, security, and environmental risks.
28. Assess structural and building-related defects and determine appropriate repair, strengthening, refurbishment, renewal, or replacement strategies, engaging specialist consultants where required.
29. Ensure FRA facilities are adequately prepared for cyclones, floods, earthquakes, fires, and other emergency events through appropriate mitigation and preparedness measures.
30. Assess and implement resilience improvement measures to reduce risks associated with cyclones, flooding, coastal hazards, seismic events, and climate change impacts.

Security, Utilities and Workplace Services

31. Coordinate physical security requirements for FRA offices, depots, workshops, warehouses, and staff accommodation facilities, including access control systems, fencing, lighting, and security monitoring systems.
32. Monitor and manage utility services including electricity, water, telecommunications, waste management, and other facility services.
33. Identify opportunities to improve operational efficiency, energy performance, and reduce utility costs across FRA facilities.
34. Coordinate office accommodation requirements, furniture management, office fit-outs, storage facilities, and workspace planning initiatives.



Budget, Procurement and Contract Administration

- 35. Assist in preparing annual operational and capital budgets for building maintenance, refurbishment, upgrades, and construction projects.
- 36. Monitor expenditure against approved budgets and ensure value for money is achieved in all facility management activities.
- 37. Manage maintenance service contracts and monitor contractor performance against agreed service standards.
- 38. Develop contractor performance indicators and undertake contractor performance evaluations to ensure quality, safety, cost, and programme objectives are achieved.
- 39. Verify completed works, certify invoices, and maintain accurate records of expenditures and contract performance.
- 40. Assist in preparing tender documentation and evaluating contractor submissions.
- 41. Ensure procurement activities comply with FRA policies, procedures, and delegated authorities.

Health, Safety, Environment and Quality

- 42. Ensure consultants, contractors, suppliers, and service providers comply with FRA Health, Safety, Environment and Quality (HSEQ) requirements.
- 43. Conduct regular audits, inspections, and site monitoring activities to verify compliance with HSEQ requirements.
- 44. Ensure all building maintenance and construction activities are undertaken in accordance with relevant safety legislation, standards, policies, and procedures.

Sustainability and Continuous Improvement

- 45. Promote environmentally sustainable and energy-efficient practices in facility operations, maintenance, refurbishment, and development projects.
- 46. Monitor emerging facility management technologies, building maintenance techniques, and asset management practices and recommend improvements that enhance efficiency, sustainability, and service delivery.

Reporting and Support

- 47. Prepare property condition reports, facilities maintenance plans, project progress reports, budget forecasts, risk assessments, and management reports.
- 48. Provide technical advice and recommendations on building maintenance, civil works, refurbishment, accommodation management, workspace planning, facility development, and building asset management matters.
- 49. Support emergency response, disaster recovery, and business continuity activities relating to FRA facilities and property assets.



50. Perform any other duties as assigned by the Team Leader Lands, Head of Delivery, CEO, or Board.

COMMON ACCOUNTABILITIES

Compliance

1. Ensure that all actions of the Authority and its Contractors and other agents are at all times within the law.
2. Ensure that all actions are within such powers as may have been delegated by the Authority.
3. Compliance at all times with the Authority's Procurement Plan, Contracts Management Policy, Asset Disposal Policy, Complaints and Requests for Service Policy and all such other policy decisions that the appointed Authority or the CEO may make.
4. Full compliance with the adopted risk management framework within the Officer's area of responsibilities.

General Management

1. In all decision-making (at all levels) identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option.
2. In all work relating to the Officer's particular area of responsibility be satisfied that value for money is being achieved – and that the roads are being managed in the most effective, efficient and optimized way possible – in a manner that will ensure preservation of their long term service capacity and integrity.
3. Protection of the Authority's intellectual property rights.
4. Protection of the Authority's reputation.
5. Good public relations.

Emergency Management

Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to a Business Continuity Plan and an Operations Recovery Plan.

Organisational Performance

Promptly furnish complete and accurate financial and non-performance results (against such of the performance targets listed in the Asset Management Plan and Corporate Plan as they relate to the Officer's particular area of responsibility) wherever required, but especially for updates of the Asset Management Policy, Asset Management Strategy, Asset Management Plan and Corporate Plan for the regular progress reports throughout the year; the Half Yearly Report and the Annual Report.

Note: A named position will be allocated responsibility for each performance target.



Personal Performance

The personal performance of all employees will be evaluated annually against their Specific Accountabilities and Common Accountabilities following submission of FRA's Annual Report to the Minister.

The Head of Delivery shall appraise the performance of the Property Officer.

POSITION SPECIFICATIONS

- Bachelor's Degree or Diploma in Civil Engineering, Building Construction, Construction Management, Building Technology, Building Services Engineering, Quantity Surveying, Architecture, Asset Management (Building Assets), related building or construction discipline;
- Trade qualification in Carpentry, Joinery, Building Construction, or a related building trade, Project Management certification or equivalent professional qualification, Facilities Management qualification supported by substantial practical building construction and maintenance experience is desirable.
- 10 years of relevant experience in building construction, building maintenance, facilities management, refurbishment projects, civil works, construction project management, or building asset management.
- Demonstrated experience managing building maintenance programmes, refurbishment projects, contractor performance, and construction activities.
- Practical experience in Carpentry and joinery works, Roofing systems, Building and structural repairs, Concrete and masonry works, Painting and finishing works, Drainage and minor civil works, Building services maintenance, Building refurbishment and upgrading works.
- Experience conducting building inspections, condition assessments, and defect investigations.
- Experience preparing scopes of work, technical specifications, cost estimates, budgets, tender documentation, and contract administration documentation.
- Experience managing consultants, contractors, maintenance service providers, and construction projects.
- Experience within government agencies, infrastructure organizations, construction companies, facility management organizations, or large multi-site operations will be an advantage.
- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Asset Management or Computerized Maintenance Management Systems (CMMS).
- Project Management software (e.g., MS Project).
- AutoCAD or similar drafting software (desirable).
- Strong communication, negotiation, stakeholder management, and report-writing skills.
- Ability to manage multiple maintenance and capital projects simultaneously.
- Ability to work effectively under pressure and respond to emergency events affecting FRA facilities.



- Ability to supervise contractors and ensure quality workmanship in building maintenance and construction activities.
- Ability to travel throughout Fiji and undertake site inspections.
- Valid Group 2 Driver's License.

Technical Competencies

- Building construction and maintenance management.
- Building condition assessment and defect diagnosis.
- Structural assessment and maintenance of building assets.
- Carpentry, joinery, roofing, and general building practices.
- Building refurbishment, renovation, and upgrading works.
- Facilities and building asset management.
- Construction and refurbishment project management.
- Contractor and consultant management.
- Procurement and contract administration.
- Budget preparation and financial monitoring.
- Asset lifecycle planning and renewal programming.
- Risk management and compliance monitoring.
- Occupational Health and Safety management.
- Technical report writing and stakeholder engagement.

This job description has been approved by:

Name	
Designation	
Signature	
Date	