WATER AUTHORITY OF FIJI

REF: 901 TECHNICAL ASSISTANT WATER TREATMENT PLANT RE-ADVERTISED (NAGADO WATER TREATMENT PLANT - NADI)

Purpose

The Technical Assistant WTP is responsible for ensuring that the right volume and concentration of chemicals are mixed and made readily available for the water treatment process and for assisting the plant operator in maintaining the water treatment plant and equipment in appropriate condition. This role reports to the Technical Officer (Water Treatment Plant).

Principal Accountabilities

1. Fully compliant and operational Water Treatment Plant assisted

- Timely and correct preparation of chemicals required for the treatment process delivered
    - Thorough understanding and execution of Standard Operating Procedures (SOP) as well as quality standards ensured
- Technical Officer WTP effectively and efficiently assisted in successfully delivering the following:
    - Collection and delivery of appropriate water samples as per schedule for laboratory analysis
    - Timely testing of water samples to ensure compliance with quality and other standards
    - Conducting routine checks on all Water Treatment Plant machinery and plumbing fixtures
    - Conducting daily checks on source of water supply to maintain quality and quantity standards
    - Ensuring that chemicals supply is maintained at the required level at all times

- Work schedule and shift duties successfully delivered
- Plant Operator effectively and efficiently assisted in successfully delivering the following:
    - All the scheduled PPM works for machinery and dosing equipment, including review of pump operations, to ensure that required processes and level of quality are delivered at all times
        - All PPM works carried out in accordance with SOP
    - Ensuring the Water Treatment Plant is kept neat and clean at all times
- Full compliance with WAF's OHS and PPE requirements delivered
- Land-scaping and ground maintenance works carried out as required and in a timely manner

2. Timely, relevant and compliant reporting delivered

- All internal and external (if any) reporting requirements in relation to the outcomes of this role understood and correctly executed
    - Robust and relevant periodic reports/documents prepared and submitted as and when requested
    - Superiors provided with useful information combined with analysis and interpretation, for the purpose of decision making
    - Ad-hoc information request by superiors addressed in a timely manner

3. Teamwork and cooperation

- Cooperation within the team and greater function / department encouraged
- Cooperation across functions / departments ensured
- Collaboration and leadership to achieve relevant organisational targets and goals
- Other related duties assigned by the Technical Officer (Water Treatment Plant) effectively and efficiently addressed

4. Organisational Values promoted and demonstrated at all times

- Support of the environment aligning deliverables to organisational values and strategic directions ensured
- Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

Knowledge & Experience

- Certificate of Attainment in Plumbing & Sheet Metal Workplace Safety
- Demonstrated 2 years' experience in a similar role
- Demonstrated practical experience in Water Treatment Plant Operations particular to this role for a period of no less than 1 year shall be an advantage.
- General knowledge of the purpose and operations of water utilities
- Proven experience in basic plumbing and mechanical works
- Physically fit with a can-do attitude to perform the tasks required
- Proven ability to work effectively as part of a Team and deliver results within tight deadlines

Skills & Abilities

- Evaluate the best course of action making appropriate decisions to ensure effective and timely outcomes.
- Recognise a problem in a routine task and select the appropriate solution.
- Grow your competence through reflection and seeking learning opportunities

Remuneration

Remuneration will be commensurate with relevant qualifications and experiences.

WHERE TO SEND YOUR APPLICATION

Typed applications must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

Applications should be marked "Confidential REF: 901 Technical Assistant WTP– Re-advertised (Nagado WTP Nadi)" and should be received no later than **24 December 2021** and could be:

Mailed to:	**Hand delivered to:**	**Emailed to**
The Manager Human Resources or Water Authority of Fiji	Human Resources Unit or Level 3, Manohan Building	hr.recruit@waf.com.fj