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WATER AUTHORITY OF FIJI

**REF: 1001 TECHNICAL ASSISTANT  
DMA  
(REWA DEPOT)**

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**Purpose**

The Technical Assistant working under the DMA is primarily responsible for assisting the implementation of daily operations and maintenance activities for the DMA function to ensure the timely provision of quality and safe drinking water is accessible to our customers in accordance with WHO Standards. This position works closely with the Water Fitter and Service Technician in delivering its outcomes and reports to the Technical Officer in respective DMA.

**Principal Accountabilities**

1. Fully operational DMA Operations function effectively assisted

- Water Fitter(s) and Service Technician(s) effectively assisted in successfully delivering the daily operations and maintenance of WAF water assets under the DMA area of responsibility and supply of clean & safe drinking water to the customers in a timely manner
- Thorough understanding and execution of Standard Operating Procedures (SOP) as well as quality standards ensured
- Water Fitter DMA and Superiors effectively and efficiently assisted in successfully delivering the following;
  - Implementation of operational plans /work schedules
    - Output targets achieved
    - Turnaround targets achieved

- Implementation of daily operation and maintenance activities as per assigned complaints from complaints management system and the approved Preventative Maintenance Plan under the DMA
- Provision of good continuous quality and safe drinking water in accordance with WHO Standard in the respective designed zone within the time frame provided
- Assist the Water Fitter and Service Technicians water meter installations, plug on, plug off's or any cut-in & connection works under the DMA area of responsibility
- DMA performance targets successfully achieved through the achievement of the following:
  - execution of all planned and unplanned operational and maintenance works in a timely manner meeting predetermined time-frames
  - timely and successful resolution of all complaints achieved in partnership with relevant stakeholders
  - reduction of water loss
  - accurate and complete daily log of work done maintained and relevant data effectively tracked using the available computer program
  - customer satisfaction delivered
- Full compliance with internal and external requirements achieved
  - All DMA operations' environment, work procedures, work personnel are OHS compliant.
  - Work performed according to set mandatory laws, WAF policies and procedures in particular OHS Act 1996 & Environment Management Act 2005
  - Implementation of correct OHS practices, meeting quality assurance targets and effective coordination with other stakeholders

## 2. 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 effectively and efficiently addressed

### 3. Organisational values upheld and demonstrated at all times

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

### 4. Timely, relevant and compliant reporting delivered

- All internal reporting requirements in relation to the outcomes of this role understood and correctly executed
  - Robust and relevant periodic reports/documents prepared and submitted on as and when need basis
  - Superiors provided with useful information, for the purpose of decision making
  - Ad-hoc information request by superiors addressed in a timely manner

### **Knowledge & Experience**

- Certificate III & IV in Welding & Fabrications or Carpentry & Joinery and / or Certificate III in Plumbing & Sheet Metal
- At least 3 years of experience in a similar role or equivalent.
- Good knowledge and experience on operations and maintenance works on water & wastewater infrastructure
- 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**

- Contribute to the team improving team effectiveness through personal commitment
- 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
- Utilise time and effort efficiently to complete tasks set by others.

### **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: 1001 Technical Assistant – DMA (Rewa Depot)**” and should be received no later than **3 June 2022** and could be:

**Mailed to:**

The Manager Human Resources      or  
Water Authority of Fiji

**Hand delivered to:**

Human Resources Unit      or  
Level 3, Manohan Building

**Emailed to**

hr.recruit@waf.com.fj