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**WATER AUTHORITY OF FIJI**

**REF: 1006 SERVICE TECHNICIAN**

**WASTEWATER TREATMENT PLANT**

**(NAVAKAI WASTEWATER TREATMENT**

**PLANT, NADI)**

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**Purpose**

The Service Technician is responsible for assisting the Technical Officer in ensuring that the wastewater collection is efficiently operating fully at all times. This position reports to the Technical Officer.

**Principal Accountabilities**

1. Fully operational Wastewater Collection system is ensured at all times
  - WAF Operational Standards, Environment Management Act, other governing standards and legislation are adhered to
  - Thorough understanding and execution of Standard Operating Procedures (SOP) as well as quality standards ensured
  - Assist the Technical Officer effectively and efficiently in successfully delivering the following:
    - I. Pump Station Management
      - Responsible for the troubleshooting, maintenance and repair of pump station equipment and operational systems, as well as collection systems and equipment:
        - i. Troubleshoots and repairs inoperable or malfunctioning electrical and mechanical equipment, failing/degrading structural and civil fittings including effectively resolving pump blockages (depth 3 - 6.3m) (weight 90 - 200kg)
        - ii. Maintains equipment inventory and records.
        - iii. Tests emergency generators and stand-by equipment
        - iv. Installs equipment for upgrading of operational capacities

- v. Reads and calibrates meters, sensors, gauges, etc.
  - vi. Performs infra-red temperature testing
  - vii. Checks pump and motor alignments
  - viii. Completes work order forms at completion of a call-out and submits to lead/manager on a timely basis
  - ix. Serves as the primary troubleshooter and repair person
  - x. Performs vehicle inspections and maintains vehicle logs as per WAF policy
- Responsible for the efficient electrical and mechanical operations of wastewater facilities:
    - i. Conducts inspections on plant and pump station mechanical equipment, structural and civil fittings
    - ii. Lubricates equipment, changes oil and filters, and makes running repairs and adjustments to machinery and equipment
    - iii. Participates in the installation, overhaul and repair of pump station mechanical and electrical equipment, structural and civil fittings
    - iv. Performs meter readings as required
  - Serves as an advisor to other staff members on electrical, mechanical, structural and civil issues:
    - i. Assists with the maintenance of equipment repair/replacement
    - ii. Provides telephone response to treatment and collection systems operators for troubleshooting prior to onsite response
    - iii. Responds to after-hours emergencies
- II. Wastewater Collection System
- Cleans the wastewater collection system of debris such as grease, sand, roots and rocks using mechanical rodding equipment, jetters and vacuum trucks
  - Facilitates and performs video inspections of the wastewater collection system.
  - Maintains equipment inventory and records.
  - Paints and applies preservative to piping, metal and mechanical equipment parts to prevent corrosion
  - Facilitates new service connections into wastewater collection systems.

- Identifies and repairs leaks in the wastewater collection system.
  - Identifies and repairs infiltration and inflow of groundwater and storm water in the wastewater collection system.
  - Facilitates works by external parties on the wastewater collection system
- Organize and coordinate the simultaneous operations of CCTV unit, jetters and vacuum trucks
  - Record information and location data on pipelines to ensure the wastewater system on WAF's Geographic Information System (GIS) is updated regularly
  - Work schedule and shift duties successfully delivered
  - All the scheduled PPM works for pump stations, pipe network, creek/river crossings, machinery and equipment ensured
    - I. All PPM works carried out in accordance with SOPs and already established work methods
    - II. Required processes and level of quality are delivered at all times
  - Full compliance with WAF's OHS and PPE requirements delivered
2. Timely, relevant and compliant reporting delivered
- All internal reporting requirements in relation to the outcomes of this role understood and correctly executed
    - Prepare daily and weekly tasks to undertake works including complaints management, PPM etc
    - Keep a daily log and track data using designated computer programs
    - Prepare activity and work reports and ensure records are maintained of the system
    - Robust and relevant periodic reports/documents prepared and submitted as and when requested
    - Superiors provided with useful and comprehensive 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 and Supervisor 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 IV in Plumbing & Sheet metal or Electrical Engineering or Fitting & Machining or Electronics Engineering or Trade Test Certificate (Class III) Fitter Machinist or Certificate III & IV in Carpentry & Joinery and/or Certificate III in Engineering - Mechanical Trade (Maintenance ) Diesel Fitting Pathway (MEM30205)
- At least 4 Years of relevant experience. Demonstrated experience working on Installing and carrying out Mechanical or Electrical works on Pump and Generators is desirable.
- General knowledge of the purpose and operations of wastewater utilities
- Fair experience in basic plumbing, electrical and mechanical works
- Has the ability to use basic mechanic hand and power tools, interpret meters and gauges, read basic blueprints and electrical schematics, and pipe fitting and plumbing principles
- Possesses ability to maintain, repair and service pump station, wastewater mains, specialized electrical and mechanical equipment and machinery
- Possesses ability to maintain and repair electrical equipment (except high voltage), including fuses, switches, panels and other electrical devices.
- Physically fit with a can-do attitude to perform the tasks required in other areas of wastewater management such as wastewater treatment operations
- Proven ability to work effectively as part of a team and deliver results within tight deadlines

- Proven ability to have flexible work schedules including work outside of normal hours on weekdays, working during the weekends and public holidays.
- Must have a valid Driver's license (Class 2).

### **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.
- Identify the important issues and select an established procedure to address the problem
- 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: 1006 Service Technician– WWTP (Navakai WWTP, Nadi)**” 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