
WATER AUTHORITY OF FIJI

**REF: 1009 TECHNICAL ASSISTANT
WASTEWATER TREATMENT PLANT
(NAVAKAI WASTEWATER TREATMENT
PLANT, NADI)**

Purpose

The Technical Assistant Wastewater Treatment Plant (WWTP) is responsible for assisting the Technical Officer in ensuring that wastewater treatment plant is fully operational at all times. This position reports to the Technical Officer.

Principal Accountabilities

1. Fully operational Wastewater treatment plant is ensured at all times
 - Thorough understanding and execution of Standard Operating Procedures (SOP) as well as quality standards ensured
 - Assist the Technical Officer WWTP effectively and efficiently in successfully delivering the following:
 - Pumps management
 - Wastewater level checked and monitored making sure there is no water in pump
 - Necessary actions taken in a timely manner if there is water found in the pump
 - Investigation conducted to identify causes on whether it's a mechanical or electrical fault
 - pump blockage appropriately and efficiently resolved (depth 3 -6.3m) (90 - 200kg)
 - Chain blockers used to hook and bring pump up to the surface
 - Bailing works efficiently and effectively addressed including but not limited to cleaning of pump, repair and chaining of duck foot

bends, repair of rising main, changing of guide rails, reflux works are effectively carried out

- Work schedule and shift duties successfully delivered
- All the scheduled PPM works for machinery and dosing equipment, including review of pump operations ensured
 - All PPM works carried out in accordance with SOP
 - Required processes and level of quality are delivered at all times
 - Waste Water Treatment Plant is kept neat and clean at all times
- Full compliance with WAF's OHS and PPE requirements delivered
- Landscaping and ground maintenance works carried out as required and in a timely manner

2. 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 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 WWTP and Plant 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 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.
- General knowledge of the purpose and operations of wastewater utilities
- Proven experience in basic plumbing and mechanical works
- Physically fit with a can-do attitude to perform the tasks required in other areas of wastewater management such as block sewer operations, services and block pump 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: 1009 Technical Assistant 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