
WATER AUTHORITY OF FIJI

**REF: 1019 TECHNICAL OFFICER
WASTEWATER TREATMENT PLANT
(NAVAKAI WASTEWATER TREATMENT
PLANT)**

Purpose

The Technical Officer is responsible for assisting the Supervisor in ensuring the correct treatment and safe discharge of treated effluent and solid waste in accordance with internationally recognised standards. This role reports to the relevant Supervisor WWTP (i.e. Sewer, Transportation, and Collection)

Principal Accountabilities

1. Effective and efficient WWTP services

- Timely, quality and relevant assistance provided to the Supervisor for the planning, prioritisation and successful implementation of the following:
 - Treatment operations program as well as daily and weekly work schedule for CE Region Treatment plants
 - Workforce/staffing
 - Tools & machinery required
 - Preventative maintenance
 - Repairs and upgrading works to be carried out
 - Rectifying process faults
 - Treatment process and controls improvement
 - Educational tours to treatment plant on wastewater treatment processes and public health protection presentations
 - Work progress for CE Region Treatment Plants effectively monitoring and reporting to superiors

- Sewer treatment plant operations and upgrading works effectively coordinated and executed in collaboration with relevant Team Leaders, Engineers and Managers
 - Upgrades and new developments effectively assessed and timely contributions to cost/time estimation ensured
- Quality research and proposals on innovative sewer treatment processes & new methodologies that are applicable to WAF operations led and/or reported to superiors
- Culture of process improvement encouraged within the Unit
- Full compliance with Standard Operating Procedures (SOPs), legislative, regulatory and international standards delivered by sewer treatment staff
 - Treatment Plant effluent quality meet DoE standard at all times
 - Process improvements recommended to Projects Section where effluent quality does not meet all DoE standard parameters for execution
- Thorough understanding of OHS requirements for WWTP ensured and effectively addressed
 - Work procedures, work personnel are OHS compliant
 - Availability of OHS (PPE) gear for workmen maintained at all times
 - Work area risks identified and effectively mitigated/managed
- Timely and successful resolution of all complaints by customers within the stipulated timeframe delivered
 - Effective complaints resolution/management system implemented and continuously strengthened
- Robust analysis of treatment process data collected from the Kinoya Laboratory delivered in a timely fashion
 - Data reviewed, refined and reported to the Team Leader with recommendations of ways to address process faults identified
 - Data accuracy and integrity maintained at all times
- Timely raising of materials requisition and coordination with stores for timely purchase and delivery ensured
 - Material availability maintained at the required level at all times
- Timely and relevant guidance provided and consultation ensured with contractors on major development partners' funded projects (e.g. Major augmentation ADB funded projects works in Kinoya)

2. Timely, relevant and compliant reporting

- All internal reporting requirements in regards to WAF's WWTP function fully understood and correctly executed
 - Robust and relevant periodic reports 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. Human capital management

- Supervisor effectively assisted in successfully delivering the following:
 - Effective oversight and on-the-job training for staff delivered
 - Treatment plant staff highly motivated and productive
 - Training needs for staff effectively monitored in partnership with the Team Leader and appropriately addressed in consultation with the HR Department
 - Relevant performance measures established for staff, timely performance appraisals carried out and action items (for both strengths and weaknesses) resolved in consultation with the HR Department and other relevant parties
 - Disciplinary actions carried out in consultation with the HR Department and in full compliance with all relevant laws, legislations and internal requirements

4. 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 Supervisor and Team Leader effectively and efficiently addressed

5. 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

- Trade Certificate/Certificate III/Certificate IV in Plumbing & Sheet Metal or Welding & Fabrication and/or Carpentry OR
- Trade Test Certificate (Certificate III) Pipe Fitter / Plumber (General)
- At least 7 years of experience as a Service Technician /Water Fitter or 5 years of proven experience in a similar role or in the field of water & wastewater operations and maintenance
- At least 3 Years of relevant experience
- Outstanding communication and presentation skills
- Thorough understanding of WAF's sewer treatment function and SOPs
- Strong human capital management experience. Demonstrated ability to manage people effectively in a challenging environment
- Demonstrated ability to develop cost-effective solutions that are commercially focussed
- Experience in formulating and implementing operational policies and guidelines
- Demonstrated analytical and problem-solving skills with an ability to think holistically
- A good understanding of the budgeting process and prescribed expenditure procedures
- Demonstrated good appreciation of the requirements of timely reporting associated with delivering wastewater services
- Good computer skills

Skills & Abilities

- Promote team morale and build commitment towards a common aim.
- Identify the important issues and select an established procedure to address the problem

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: 1019 Technical Officer –Waste Water Treatment Plant (Navakai WWTP)” 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