
WATER AUTHORITY OF FIJI

**REF: 978 SUPERVISOR OPERATIONS
RE-ADVERTISED
(LEVUKA)**

Purpose

The Supervisor Levuka is responsible for assisting the Regional Engineer with managing WAF's Operations and Maintenance function at the outer stations. This position is also responsible for identifying key areas of infrastructure improvement and effective supervision of Maritime & Outer Island staff. This position reports to the Team Leader Water Operations, CE.

Principal Accountabilities

1. Effective supervision of the operations and maintenance function of the Levuka Water Supply System

- Appropriate and timely assistance provided to the Team Leader and Regional Engineer for:
 - The preparation of accurate operational, CAPEX and PSIP budget
 - Identifying key areas of infrastructure improvements based on service orders attended to by direct reports
 - Formulation, development and implementation of operational and maintenance plans for the Operations and Maintenance function
- Standard Operating Procedures (SOP) for all the major repair and maintenance works involving major water shutdown developed, reviewed and revised where required
- Effective planning, prioritization and successful organizing of the following ensured:
 - Service orders effectively prioritized and managed with reference to the Gentrack report
 - Timely completion of work orders delivered with minimal effect on operations
 - Work schedules provided for the Technical Team

- Planned Preventive Maintenance (PPM) works under the guidance of and in consultation with Regional Engineer Central Eastern
- Required fittings, materials, tools & machinery
- Workforce planning and staffing schedule for the O&M function
- Quality and timely supervision of direct reports ensured
 - Sound and timely technical advice provided to the Regional Engineer & Team Leader
 - Supervise, leads and manages the team-for all relevant maintenance and repair works ensuring full compliance with WAF Standards and OHS Practices at all times
- Work progress for the O&M function effectively monitored and reported to superiors
 - Areas of staff performance and service delivery improvement identified and resolved appropriately
- Full compliance with SOP, legislative, regulatory and international standards delivered by staff
 - Ensure all the Repair and Maintenances are carried out according to set policies and procedures of WAF, Ministry of Labor and Ministry of Health etc.
 - 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
- Responsible for the overall management of the water supply scheme along with water treatment operations in consultation and coordination with Supervisor Water Treatment and Manager Water Treatment & Laboratories.
- Strong working relationships with key stakeholders (FRA, TFL, EFL, Etc.) including the public, and WAF departments established for:
 - Timely and successfully resolution of all complaints by customers within the stipulated timeframe delivered
 - Effective complaints resolution/management system implemented and continuously strengthened
- Timely compilation and reporting of the Work Order forms for each complaint attended by the O&M Team ensured

- Data effectively captured in the GIS Standard Format submitted in a timely manner to the GIS Unit
- Effective documentation ensured and maintained at all times
 - Duly completed worksheets while working with various WAF & hired plant hires in carrying out the Operations & Maintenance works delivered and maintained
- Robust analysis of Levuka Water Supply operations data collected by staff encouraged and ensured, with well-informed decision making ensured
 - Data reviewed, refined and reported to the Regional Engineer Distribution with relevant recommendations
 - Data accuracy and integrity maintained at all times
- Effective monitoring and recording all WAF assets given to Levuka operations subordinates delivered
- 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
- Quality research and proposals on innovative processes, technologies etc. that are applicable to WAF's Levuka operations led and/or reported to superiors
- Culture of process improvement encouraged within the Unit

2. Human capital management

- Effective oversight and on-the-job training for staff delivered
- Levuka staff highly motivated and productive
- Training needs for staff effectively monitored in partnership with the Regional Engineer 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

3. Timely, relevant and compliant reporting

- All internal and external (if any) reporting requirements in regards to WAF's O&M function fully understood and correctly executed
 - Robust and relevant periodic reports prepared and submitted as and when requested. This includes monthly reports as required by Management

- 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

4. Teamwork and cooperation

- Cooperation within the team and greater function / department encouraged
- Cooperation across functions / departments ensured
- Collaboration and leadership to achieve relevant organizational targets and goals
- Other related duties assigned by the Regional Engineer Distribution effectively and efficiently addressed

5. Organizational 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 in Plumbing & Sheet metal (IV) or Mechanical / Electrical and/or Water & Waste Water Engineering OR
- Trade Test Certificate (Class II) Pipe Fitter / Plumber (General)
- At least 6 Years relevant experience in managing water & wastewater assets, operations and maintenance with Certificate
- At least 5 Years relevant experience in managing water & wastewater assets, operations and maintenance with Trade Test Certificate
- Outstanding communication and report writing skills
- Proficient with MS office software applications
- Sound understanding of water supply system operations and on water treatment operations.
- Knowledge and Experience specific to the Levuka Water Supply System is an advantage

Skills & Abilities

- Ensure work delegated is completed in an effective and timely manner, accepts accountability.
- Identify the important issues and select an established procedure to address the problem
- Identify conflicts early and resolve these through seeking to reach mutually beneficial outcome

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: 978 Supervisor Operations -Re-advertised (Levuka)**” 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