
WATER AUTHORITY OF FIJI

**REF: 981 SERVICE TECHNICIAN
WASTEWATER TREATMENT PLANT
RE-ADVERTISED
(NAVAKAI WASTEWATER TREATMENT
PLANT - NADI)**

Purpose

The incumbent will be 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, jettors 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: 981 Service Technician (Wastewater Treatment Plant) -Re-advertised (Navakai Wastewater Treatment Plant, 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