

---

**WATER AUTHORITY OF FIJI**

**REF: 991 OPERATOR**

**WATER TREATMENT PLANT**

**WAILA WATER TREATMENT PLANT**

---

**Purpose**

The Operator - WTP is responsible for providing technical services and all necessary plant and machinery maintenance work for all plant/machinery/plumbing works within the WTP function to ensure that the production and quality goals of the WTP function are successfully achieved.

This position reports to the Technical Officer

**Principal Accountabilities**

1. Compliant and fully operational Water Treatment Plant effectively maintained

- Maintenance of the water treatment plant systems effectively assisted in order to ensure the availability of clean community water supply:
  - Timely and relevant technical back up provided for WTP pumps, machinery and plumbing repair and maintenance works
  - All treatment processes (pumping/coagulation/settling/filtration/chlorination, chemical treatment process) is fully monitored and maintained in working condition
  - Relevant and effective preventative maintenance program successfully implemented for the designated region established in consultation with the supervisor
  - Fully operational WTP equipment, machinery ensured at all times
- Regular WTP inspections delivered and recommendations of servicing is undertaken and provided to superiors
  - Inspect, service and repair components of the water treatment plant including water pipes, water storage tanks, chemical treatment equipment controls, circulation pumps, and valves and report to supervisor
- Adequate supply of water for human consumption effectively ensured through timely and competent services

- Accurate and complete daily log of work done maintained and relevant data effectively tracked using the available computer program
    - Robust activity and work reports maintained on the relevant computer system
  - Full compliance with external and internal requirements/standards/regulations/legislation maintained at all times, including:
    - Personal Protective Equipment requirements
    - Handling of dangerous goods requirements
    - WAF's OHS requirements
  - Timely delivery of all housekeeping duties assigned by supervisor ensured
2. Timely, relevant and compliant reporting delivered
- All internal and external (if any) 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 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 in Plumbing & Sheet Metal or Industrial Laboratory or Electrical Engineering and/or Mechanical Engineering
- At least 2 years of work experience, with experience in waterworks or water treatment an advantage
- Robust knowledge of and proven experience in water plant operation and maintenance including pumps, valves, chemical treatment systems, etc.
- Proven ability to work long flexible hours
- Physically fit with a can-do attitude to perform the tasks required
- Proven ability to work effectively as part of a team and deliver results within tight deadlines

### **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: 991 Operator –Water Treatment Plant (Waila WTP)**” 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