
WATER AUTHORITY OF FIJI

**REF: 1042 TECHNICAL OFFICER
CARPENTER
(WAILOKU DEPOT)**

Purpose

Technical Officer Carpenter is responsible for ensuring the completion regarding the variety of tasks involving general carpentry activities and also performing general labor duties when requested to ensure efficient and effective operations is maintained. This role reports to Regional Engineer Central Eastern.

Principal Accountabilities

1. Ensure carpentry services delivered effectively and efficiently
 - Timely, quality and expert assistance provided to the Supervisor(s) and Engineers in the planning and delivery of the following:
 - Assist in the preparation steps prior to beginning of projects or task given
 - Must operate various hand tools, power tools and equipment used for carpentry
 - Prepare layouts and build foundation & anchorage
 - Assist in framing for concrete installations
 - Can assemble, erect and dismantle
 - Can Read & Interpret drawings
 - Can supervise 1 to 3 employees
 - Prepare work plans/schedules for carpentry work completed successfully as per the required specification(s), quality and in a timely manner
 - Timely, relevant and quality carpentry assistance provided towards the successful execution of the following, as and when required:

- Relevant WAF Preventative Maintenance Programme outcomes as maintenance and planned preventative maintenance of WAF infrastructure attended to effectively and completed according to set guidelines
- Prepare and complete and submit daily reports on time and cost on all carpentry related expenses maintained within allocated budget
- Ensure all materials and equipment's are recorded and stored appropriately
- Stock management ensured
 - materials managed effectively
- Implemented safety measures for equipment operations, maintenance and storage for OHS compliance, with other company policies & Regulations and safety bylaws.
 - Ensure staff are equipped with proper PPE before carrying out works
- Timely, accurate and complete documentation/progress reports compiled/completed and submitted to the Supervisor as and when required, for necessary action
 - All paper work pertaining to the carpentry/ PPM carried out are maintained
 - Financial and administrative documents pertaining to carpentry /PPM are recorded, stored safely and then submitted accurately for verification, reconciliations and / or payment purposes.

2. Operationally compliant organisation

- Compliance with operational procedures (SOP) ensured.
- OHS Policy and procedures complied with
- Building and structure codes complied with
- Risks associated with carpentry work effectively monitored and managed
- WAF reinstatement standards are complied with

3. Teamwork and cooperation

- Customer and quality focus
- Effective Communication Skills
- 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 or Team Leader effectively and efficiently addressed

4. Organisational values upheld and demonstrated at all times

Knowledge & Experience

- Trade Certificate/Certificate III/Certificate IV in Plumbing & Sheet Metal or Welding & Fabrication and/or Carpentry with 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
- OR Trade Test Certificate (Certificate III) Pipe Fitter / Plumber (General) with at least 3 years of relevant experience
- Must have a valid driver's license
- Excellent understanding of carpentry techniques and methods of installation and construction
- Proficient in using electrical and manual equipment and measurement tools (powered saws, hammers, rulers etc.)
- Willingness to travel and remain at work site for a long period of time
- Ability to read technical documents and drawings for the purpose of successfully carrying out carpentry outcomes

Skills & Abilities

- Contribute to the team improving team effectiveness through personal commitment
- Recognise a problem in a routine task and select the appropriate solution.

Remuneration

(\$17,960.00 - \$22,450.00)

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: 1042 Technical Officer Carpenter (Wailoku Depot)” and should be received no later than **15 July 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