
WATER AUTHORITY OF FIJI

**REF: 1047 MAINTENANCE OFFICER
NON –REVENUE WATER
(SHIPPING DEPOT)**

Purpose

The Maintenance Officer NRW (LDU) is primarily responsible for the implementation of daily operation and maintenance activities within the NRW function, within the required time, quality and scope of work. The incumbent will work closely with the Technical Officer and the other Leak Detection Unit Field Team in delivering their responsibilities of reducing the designated regional NRW levels. This position reports directly to the Technical Officer NRW (Leak Detection Unit) within the region.

Principal Accountabilities

1. Effective and efficient maintenance services provided

- Timely and successful delivery of the following, as per work schedule requirements and Standard Operating Procedures (SOP) ensured:
 - Work schedules provided by the Supervisor
 - Installation of PRV, Electromagnetic Flow Meter and Mechanical Master Meters
 - Maintenance of Master Meters and Electromagnetic Flow Meters
 - Flow verification and leak detection
 - Monitoring device calibration
 - Servicing of Pressure Reducing Valves (PRV)
 - Pressure verification, boundary verification, valve settings and leak control
 - Compilation of daily work reports
- Thorough understanding of Flow and Pressure Measurement ensured and effectively implemented

- Timely and relevant assistance provided to superiors with respect to the formulation, development and implementation of operational plans for the Water Supply system
- Full compliance of work delivered with WAF policies, SOP, and regulatory requirements maintained at all times
- Superiors (Technical Officer, Supervisor, Team Leader) effectively assisted in successfully delivering the following:
 - Unit's progress against the approved annual budget monitored effectively and in a timely fashion
 - Operational plans for the Water Supply system formulated and implemented
- Supervisor well-appraised both verbally and in writing of:
 - Relevant maintenance activities
 - Other relevant matters pertaining to relevant WAF goals and key performance measures
- Effective partnership with a team of leading hands and technical assistants for the successful achievement of the following ensured:
 - Daily operation and maintenance work schedule/outcomes for the NRW function
 - Continuous quality and safe drinking water in accordance with WHO Standard in the designated zone within the time frame provided.
 - Full compliance with set policies and procedures of WAF, relevant Government ministries and the requirements of legislations/regulations during the execution of outcomes
- Work schedules for Leading Hand and Technical Assistants on job sites successfully administered
 - Timely and relevant support/guidance/on-the-job training provided to leading hands and technical assistants, with respect to maintenance outcomes
- Relevant complaints successfully and efficiently addressed and Work Order Form for each complaint duly completed accurately and in a timely fashion:
 - Appropriate complaints management records maintained
 - Complaints reporting requirements complied with at all times
 - Complaints data analysis undertaken and key observations noted reported to superiors

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 daily and periodic reports/documents prepared and submitted
- 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 Technical Officer or Supervisor NRW (LDU) are to be effectively and efficiently addressed

4. Organisational Values promoted and demonstrated at all times

- Support toward the alignment of 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 III & IV Plumbing & Sheet Metal or Electrical / Mechanical III or Welding & Fabrication III and/or Trade Certificate in Plumbing & Sheet Metal
- At least 5 years of NRW background knowledge and experience in Leak Detection Works, NRW Standards and Installation/Service Practice on Meters, Pressure Reduction Valves with proven experience in the use of leak detection equipment or other specialised NRW Equipment/Fittings
- General knowledge of the purpose and operations of water utilities
- 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
- Demonstrated ability to create a motivating environment where goals can be achieved
- Working knowledge as well as experience with MS Office software together with good and timely report writing skills

Skills & Abilities

- Promote team morale and build commitment towards a common aim.
- 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

Remuneration

(\$10,960.00 - \$13,700.00)

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: 1047 Maintenance Officer NRW (Shipping 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