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**WATER AUTHORITY OF FIJI**  
**REF: 1052 FITTER MACHINIST**  
**(KINOYA PUMP WORKSHOP)**

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**Purpose**

The Fitter Machinist sets up and operates a variety of machines and tools used by the Water Authority of Fiji's (WAF) Water Operations SBU. The incumbent will also be responsible for fabricating and modifying parts to make or repair machine tools or maintain industrial machines. This position reports to the Technical Officer.

**Principal Accountabilities**

1. Efficiency and effectiveness of WAF machines and mechanical equipment optimised
  - Appropriate tools, machines, and materials to be used in preparation of machinery work selected
  - Basic machine tools and many specialised or advanced variation tools set up, adjusted and operated in a proper and safe manner
    - feed and speed of machines monitored during the machining process
  - Holding fixtures, cutting tools, attachments, accessories, and materials aligned and secured onto machines
  - Dimensions and tolerances calculated using knowledge of mathematics and instruments such as micrometers and Vernier calipers
  - Machine parts created to specifications using machine tools such as lathes, milling machines, shapers, or grinders
    - Sample parts, blueprints, drawings, and engineering information studied and well understood and methods and sequences of operations needed to fabricate products, and determine product dimensions and tolerances established
    - Metal stock laid out, measured and marked in order to display placement of cuts
    - Completed units measured, examined and tested in order to detect defects and conformance to specifications ensured using precision instruments such as micrometers
  - Working sketches for the illustration of relevant product appearance prepared

- WAF machines and mechanical equipment observed, machine malfunctions diagnosed and the need for machine adjustments or repairs determined
    - Works pieces positioned and fastened
    - Repaired parts properly installed into equipment
    - New equipment installations performed in a systematic and efficient manner
    - machines or equipment dismantled using hand tools and power tools, in order to examine parts for defects and replace defective parts where needed
      - parts fitted and assembled when needed for making or repairing machine tools
      - experimental parts and assemblies such as hydraulic systems, electrical wiring, lubricants, and batteries into machines and mechanisms installed
  - Equipment operated and tested to verify operational efficiency as per established schedule
  - Machines, tools, and equipment cleaned and lubricated in order to remove grease, rust, stains, and foreign matter
  - Controls to regulate machining, or enter commands to retrieve, input, or edit computerised machine control media obtained and implemented
    - new programs or machinery function properly, and that output meets specifications and this is achieved through effective discussion with numerical control programmers
  - Efficient and timely support provided on metalworking projects from planning and fabrication through assembly, inspection, and testing, using knowledge of machine functions, metal properties and mathematics
  - Experimental procedures evaluated and changes or modifications recommended for improved efficiency and adaptability to setup and production
    - Design fixtures, tooling, and experimental parts meets special engineering needs.
  - Superiors are fully informed of any safety breaches occurred in work place
  - All assigned outcomes are completed safely and in full compliance with quality requirements, company policy and all statutory requirements
2. Timely, relevant and compliant reporting delivered
- All internal and external (if any) reporting requirements in regards to the outcomes of this role fully understood and correctly execute

- Ad-hoc information request by superiors addressed in a timely manner. including daily and weekly reports of work done etc.
- Superiors provided with useful information combined with analysis and interpretation, for the purpose of decision making
- Robust and relevant periodic reports prepared and submitted as and when requested.

### 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 effectively and efficiently addressed

### 4. Organisation's image and value standards demonstrated and promoted

- 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**

- Trade Certificate mechanical & machinist and/or Certificate in Fitting and Machining (Level 3)
- 5 years' work experience in a similar role
- Experience in Health, Safety and Environmental compliance
- Ability to dismantle machines or equipment, using hand tools and power tools, in order to examine parts for defects and replace defective parts where needed.
- Ability to select the appropriate tools, machines, and materials to be used in preparation of machining work.
- Ability to identify, locate and repair faults in Mechanical machineries
- Ability to install and maintain mechanical machineries in water and sewerage facilities
- Ability to work both in a team environment and with minimum supervision.
- Must have a Valid Group 2 Drivers Licence

## **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.
- Grow your competence through reflection and seeking learning opportunities
- Identify the important issues and select an established procedure to address the problem
- Analyse and propose alternatives to improve activities and results for a work area.

## **Remuneration**

### **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: 1052 Fitter Machinist (Kinoya Pump Workshop)**” 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