
WATER AUTHORITY OF FIJI

REF: 1067 TECHNICAL OFFICER

NON – REVENUE WATER

(LAUTOKA DEPOT)

Purpose

The Technical Officer Non-Revenue Water (NRW) is responsible for overseeing daily NRW/LDU field activities and regulating the pressure and flow controls within the District Metered Area using pressure management for optimum service delivery performance of the WAF's reticulation system. Also, ensuring that all NRW specialised assets are operational with proper maintenance and servicing activities implemented to guarantee the provision of good quality, continuous and safe drinking water in accordance with WHO Standard. This position reports to Supervisor NRW (LDU) in the designated region.

Principal Accountabilities

1. Effective and efficient NRW function

- Effective management and administration of the following delivered:
 - Maintenance & Servicing Officer, Water Fitter, Leading Hand, Service Technicians, Technical Assistants and all other NRW field staff on job site
 - Includes the formulation and communication of relevant work schedules to the incumbents
 - The Walk-the-Line, Meter Replacement, Work Order Maintenance and Service Form compiled for each verification works, replacement and installation of the specialised NRW asset and to capture data in the GIS Standard Format
 - Scheduled work reports documented and Supervisor or/and Clerk informed of works done
 - Provision of timely and accurate customer feedback via appropriate mediums of communication (telephone, email etc.)
- Timely and effective monitoring and reporting of leak detection activities ensured:

- Leak detection activities are carried out in accordance with the work schedule/Planner using appropriate leak management strategy; leak assessment, leak prevention and leak detection methodologies based on the requirements provided by the Supervisor NRW (LDU)
 - Activities include DMA Integrity Test, Flow Measurements (spot checks), Step Test & Analysis Report and also Sounding for leak detection purposes
- Relevant Pressure and Flow equipment and fittings (quality) for Leak Detection and Pressure Management activities acquired in consultation with the Supervisor NRW and the Procurement Unit
- Quality and timely periodic leak detection activities update ensured and submitted to the Supervisor NRW (LDU) and Team Leader NRW (LDU) for report documentation
 - These include daily and weekly NRW/LDU activities
- Timely and effective monitoring and management of water pressure from data ensured:
 - Water Pressure is regulated and delivered efficiently to all customers within the District Metered Area (DMA) under the Pressure Management Activities
 - WAF's Pressure Reducing Valves (PRVs) are active or/and functional with pressure controlled and distributed based on all high elevated customers within the District Metered Areas (DMAs).
 - Effective and timely use of Hydraulics calculation from the Modelling unit ensured
 - Effective and timely use of pressure logging at critical points ensured
 - Quality and timely periodic Pressure Management activities update ensured and submitted to Team Leader NRW (PIU) and/or Project Leader NRW (PIU) for report documentation
 - These include weekly, fortnightly NRW/Pressure Management activities
- Assist Superiors in reporting to Senior Regional Management when required, both verbally and in writing in relation to system performance and on any other matters, relevant to the WAF goals and KRA's;
- Effective leadership of the following delivered ensuring timely and successful implementation:
 - Maintenance & servicing work on Pressure Reducing Valves (PRV), Master Meters (MM), and Strainers

- Programming and Installation of Data Logger (RTU) for Data Collection and Analysis on PRVs and MMs (Mechanical/Electromagnetic Flow Meters) in which to obtain total Consumption and Pressure within a particular Reservoir/DMA for calculating Minimum Night Flow
- Gathering, processing, analysing, and interpreting Pressure and Flow Data from RTUs connected to critical DMA points, for the purpose of decision making within WAF
- Timely, quality and accurate data transmission/accessibility to SCADA System for calculating minimum night flow ensured
- Coaching and organising training workshops to improve the performance of staff ensuring that assigned team member(s) fully understand the relevant NRW Software, Standards and Installation Practices
- Timely and effective assistance provided to other Units as and when required:
 - Aid WAF's Planning and Design team with data reporting and analysis in relation to the pressure and flow [before and after data].
 - Assist Valve Coordinator and Controller with WAF's Major Operation Repairs within the respective region(s)

2. Human capital management

- Environment to foster innovation & change provided
- Relevant performance measures established for direct reports and performance appraisals carried out effectively within the required timeframe
 - High performers highlighted to superiors
- Training needs/competency gaps and career planning of staff appropriately assessed and addressed in partnership with Supervisor NRW (LDU) and HR Staff
- Disciplinary actions for direct reports appropriately discussed and managed with Supervisor NRW (LDU) and the HR Department

3. Timely, relevant and compliant reporting

- All internal and external reporting requirements in regards to WAF's NRW (LDU) function are fully understood and correctly executed
 - Robust and relevant periodic reports prepared and submitted
 - Superiors to be provided with useful information combined with data analysis (if applicable) and interpretation, for the purpose of decision making
 - Information/data integrity (quality and accuracy) maintained at all times
 - Ad-hoc information requests by superiors addressed in a timely manner

4. 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 NRW (LDU) and Team Leader NRW (LDU) effectively and efficiently addressed

5. 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

1. Trade Certificate/Certificate III/Certificate IV in Plumbing & Sheet Metal or Welding & Fabrication and/or Carpentry with at least 3 Years of relevant experience

2. Trade Test Certificate (Certificate III) Pipe Fitter / Plumber (General) 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

- Should at least have minimum of three (3) years of experience relevant background knowledge of Non-Revenue Water Methodology, Leak Management Strategies together with relevant Software, Standards and Installation Practices.
- Demonstrate the ability to analyse large data sets, research or query data using SQL
- Demonstrate the ability to understand and recognise water asset legends on drawings
- Demonstrate strong problem-solving abilities/skills to present, interpret, discuss or write about your conclusions, inferences and results
- Demonstrate the ability of high levels of verbal and written communication skills, with good and timely report writing skills
- Demonstrate the ability to effectively manage a minimum of six (6) staff in a changing environment and ensure that daily/weekly targets are observed
- Demonstrate advanced knowledge of Microsoft Office software

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: 1067 Technical Officer– NRW (Lautoka 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