

POSITION DESCRIPTION

REF 1104: SERVICE TECHNICIAN – METERING & INSTALLATION (NATIONAL OFFICE)

Salary Scale	Band 2 (\$14,160.00 - \$17,700.00) per annum	Position Type	Established [3 years]
Structure:	Department:	Customer Experience	
	Sub – Section	Metering & Installation	
Reports to:	Team Leader		
Location:	National Office		

About Our Organisation

The Water Authority of Fiji is a corporate body established under the Water Authority of Fiji Act 2007 to make provision for the effective management and administration of the Water and the sewerage systems.

We are responsible for providing access to quality drinking water and wastewater services to over 154,000 residential and non-residential metered customers in the urban areas of Fiji and also setting up water supply systems in rural areas.

Position Objective

The Service Technician Customer Accounts is responsible for ensuring timely meter reading, meter disconnection, Meter reconnections, resolution of service order and timely update of meter rechecks for their region. This position reports to the Regional Technical Officer.

Key Accountabilities

1. Effective and efficient Customer Accounts services supported

- Effective contribution to WAF's goal of revenue optimisation, accurate billing and cost minimisation ensured
- Timely and quality Water meter reading- Customer Accounts, particularly with respect to the following:
 - Gate locked meter reading followed up with customer and transporting meter readers to reading locations as scheduled
 - Conduct timely water meter disconnection and reconnection for the assigned routes
 - Regional Technical Officers assisted on as and when needed basis
 - Correspondence and Service order attended and resolved within specified hours
- Timely and successful resolution/completion of the following ensured, maintaining WAF's professionalism at all times:
 - Meter rechecks, special readings and Gentrack complaints within their assigned metering area
 - Attend to Customer complaints, disputes and queries

- Timely updates of meter reading, disconnection and rechecks information provided to superiors for recording purposes
 - Coordinate with Customer Accounts CSRs and SCSR at all times for on-time billing
 - Accuracy of information maintained at all times
2. Timely, relevant and compliant reporting
- Quality and timely reports (daily/weekly/monthly etc.) prepared and submitted as and when requested
 - Superiors provided with useful information 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 Senior Customer Service Representation - Customer Accounts or any other superior, 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

Position Specification

Competencies

QUALIFICATION REQUIREMENT

- The Applicant must possess a Certificate III in Plumbing from a recognised institution with at least two (2) years of relevant experience

EXPERIENCE, SKILLS, & ABILITIES

- Added advantage is Certificate in Sanitary Plumbing
- Robust knowledge of water meter reading, maintenance and meter relocation process
- Flexible, able to work long hours and in weekends, ability to work in different geographical locations within the region.
- Physically fit with a can-do attitude to perform the tasks required and have leadership skills
- Knowledge of GIS, Gentrack, Meter Or and HRSS
- Proven ability to effectively manage disgruntled customers; effective relationship management capabilities

WHERE TO SEND YOUR APPLICATION

Typed applications of no more than three (3) pages 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: 1104 – Service Technician – Metering & Installation (National Office)” and should be received no later than **5pm on the 27th January, 2023** and could be:

Mailed to:

The Manager Human Resources
Water Authority of Fiji

or

Hand delivered to:

Human Resources Unit
Level 3, Manohan Building

or

Emailed to:

hr_recruit@waf.com.fj