

## POSITION DESCRIPTION

### REF 1278: TECHNICAL OFFICER (WASTEWATER TREATMENT PLANT) KINOYA WASTEWATER

<b>Salary Scale</b>	\$18,858.00 - \$23,572.50 per annum	<b>Position Type</b>	Established
<b>Structure:</b>	<b>Department:</b>	Operation	
	<b>Sub – Section</b>	Wastewater Treatment Plant	
<b>Location:</b>	Kinoya Wastewater		

### 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 Technical Officer is responsible for assisting the Supervisor in ensuring the reticulation and wastewater pumping station is capable performing its initial designed concept. This role reports to the Supervisor Wastewater.

### Key Accountabilities

- Timely, quality and relevant assistance provided to the Supervisor for the planning, prioritisation and successful implementation of the following:
- Wastewater operations program as well as daily and weekly work schedule for the zones (Nasinu – Nausori Zone)
- Workforce/staffing
- Preparing RFQ
- Providing Monthly reports (Dashboards)
- Tools & machinery required
- Preventative maintenance
- Repairs and upgrading works to be carried out
- Rectifying operational faults
- Culture of process improvement encouraged within the Unit
- Full compliance with Standard Operating Procedures (SOPs), legislative, regulatory and international standards delivered by sewer staff.
- Wastewater facilities to meet government standards of operational duties.
- Daily inspections and monitoring of Major and critical pump station and the sewer reticulation for the above

- Thorough understanding of OHS requirements for WWTP ensured and effectively addressed
- Work procedures, work personnel are OHS compliant
- Availability of OHS (PPE) gear for workmen always maintained
- Work area risks identified and effectively mitigated/managed
- Timely and successful resolution of all complaints by customers within the stipulated timeframe delivered
- Effective complaints resolution/management system implemented and continuously strengthened
- Complaints to be resolved on site and Gentrack system
- Timely raising of materials requisition and coordination with stores for timely purchase and delivery ensured
- Material availability always maintained at the required level to avoid any backlog of works
- Timely and relevant guidance provided and consultation ensured with contractors on major development partners' funded projects (e.g. Major augmentation ADB funded projects works in Kinoya and wastewater pumping stations).
- All internal and external reporting requirements in regards to WAF's pumping station and reticulation system functions to be fully understood and correctly executed
- Robust and relevant periodic reports prepared and submitted.
- Superiors provided with useful information combined with analysis and interpretation, for decision making
- 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 and Team Leader effectively and efficiently addressed
- 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

## Position Specification

### **QUALIFICATION REQUIREMENT**

- Trade Certificate/Certificate III/Certificate IV in Plumbing & Sheet Metal or Welding & Fabrication and/or Carpentry OR Trade Test Certificate (Certificate III) Pipe Fitter / Plumber (General)

### **EXPERIENCE, SKILLS, & ABILITIES**

- 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 with Trade Certificate
- At least 3 Years of relevant experience with Trade Test Certificate
- Outstanding communication and presentation skills
- Thorough understanding of WAF's sewer treatment function and SOPs
- Strong human capital management experience. Demonstrated ability to manage people effectively in a challenging environment
- Demonstrated ability to develop cost-effective solutions that are commercially focussed
- Good computer skills.

## **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: 1278 Technical Officer (Wastewater Treatment Plant) – Kinoya Wastewater**” and should be received no later than **5pm on the 13<sup>th</sup> October 2023** and could be:

**Mailed to:**

The Manager Human Resources  
Water Authority of Fiji  
G P O Box 1272  
Suva

or

**Hand delivered to:**

Human Resources Unit  
Water Authority of Fiji  
Level 3, Manohan Building  
Suva

or

**Emailed to:**

[hr.recruit@waf.com.fj](mailto:hr.recruit@waf.com.fj)