

## POSITION DESCRIPTION

### REF 1309 MANAGER MECHANICAL & ELECTRICAL ENGINEERING SERVICES KINOYA DEPOT

Salary Scale	\$73,500.00 - \$78,750.00 per annum	Position Type	Established
Structure:	Department:	Operations	
	Sub – Section:	Mechanical and Electrical Engineering Services	
Reports to:	Chief Operating Officer		
Location:	Kinoya Depot		

### 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 **Manager Mechanical and Electrical Engineering Services** is responsible for the day to day operation and the analysis, planning, development and effective implementation of a robust Planned Preventative Maintenance program tailor made to transition the Water Authority of Fiji's mechanical and electrical engineering services from reactive to proactive operations. The manager is also WAF's operational resiliency and operational automation champion within the space of mechanical and electrical engineering. The role has operational reporting to the Regional Manager Service Delivery while strategic reporting is to the Chief Operating Officer.

The position holder also leads energy and carbon management programs to ensure that all Water Authority of Fiji mechanical/electrical assets are optimised to operate effectively and efficiently, and where possible on renewable sources.

### Key Accountabilities

- Provide support to the Mechanical and Electrical Team Leaders to assist in the effective coordination with internal stakeholders and external service providers, and to ensure the prioritisation and scheduling of corrective and preventive maintenance is achieved in a systematic and efficient manner within the Works Management System.

- In liaison with the M&E Planning Scheduling Liaison officer ensure the Mechanical & Electrical teams are effectively completing work orders through the schedule within the Works Management System in a timely manner.
- Manage the performance of the team to ensure high levels of satisfaction and achievement, and high levels of quality of services to customers and Water Authority of Fiji stakeholders.
- Lead, motivate and develop maintenance employees to ensure the achievement of corporate objectives.
- Ensure that the Mechanical & Electrical teams achieve Water Authority of Fiji's established KPI targets, with routine monitoring and feedback to the teams on progress and identification of improvements.
- Conduct regular coordination meetings with internal Operations stakeholders to review status and progress of works at hand, and review priorities to ensure operational requirements are managed and addressed as part of these works.
- Develop and implement value for money maintenance service agreements with external service providers.
- Assist with the development and ongoing management of effective workflow systems to monitor performance of the teams in the delivery of efficient services to Water Authority of Fiji operations.
- Ensure that the teams comply with relevant Legislation and Regulations in the proper performance of their duties.
- Manage the development of maintenance standards and preferred equipment lists in consultation with operational asset owners.
- Assist with strategic planning of Electrical, SCADA and Mechanical Services for the organisation.
- Provide advice on infrastructure requirements as part of refurbishment or augmentation investigations and design works.
- Develop and implement an audit program for Mechanical & Electrical Maintenance to ensure compliance with relevant obligations.
- Develop and manage delegated budgets and provide estimates for operational and capital expenditure.
- Assist with preparation of Improvement Plans.
- Support the Infrastructure Delivery Department by reviewing and making recommendations on the design and delivery of projects.
- Establish and maintain effective relationships with stakeholders and represent Water Authority of Fiji in a competent and professional manner.
- Carry out any other duties assigned by the Manager Service Delivery and/or the Chief Operating Officer.

## Position Specification

### Competencies

#### **QUALIFICATION REQUIREMENT**

- The Applicant must possess a Degree in Civil, Environmental, Electrical or Mechanical Engineering (or suitable other equivalent) would be highly regarded.

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

- Minimum of 5 years extensive relevant demonstrated experience in operations and maintenance management teams, along with a relevant recognised trade certificate and demonstrated leadership capacity is essential, with 3 years in a supervisory capacity.
- Sound Knowledge of Codes and standards, good engineering practice and the applicable statutory requirements with respect to Mechanical and Electrical systems in hazardous environments.
- Ability to conduct & review Electrical Instrumentation & Controls Engineering Design.
- Sound technical knowledge of Mechanical/Electrical plant & equipment in a water utility operation.
- Excellent general computer literacy skills as well as strong specialist knowledge of discipline-based applications software.
- Ability to establish and maintain strong and effective working relationships with other members of the specialist and regional teams in Infrastructure Delivery, Asset Management and Operations.
- Member of Fiji Institute of Engineering will be advantageous but not compulsory.

#### **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: 1309 Manager Mechanical and Electrical Engineering Services–Kinoya Depot](#)" and should be received no later than **5pm on 8 December 2023** and could be:

#### **Mailed to:**

The Manager Human Resources  
Water Authority of Fiji

#### **Hand delivered to:**

Human Resources Unit  
Level 3, Manohan Building

#### **Emailed to:**

hr.recruit@waf.com.fj