

## POSITION DESCRIPTION

### REF 1330 ENGINEER (CONSTRUCTION) NATIONAL OFFICE/WAILOKU DEPOT

Salary Scale	\$42,000.00 - \$47,250.00 per annum	Position Type	Established
Structure:	Department:	Infrastructure Delivery SBU	
	Sub – Section	Construction	
Location:	National Office/Wailoku 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

This Engineer Construction is responsible for providing expert engineering knowledge and advice towards the planning and timely execution of construction projects. This responsibility includes assisting Manager Construction with the preparation of relevant budgets and the scheduling and monitoring of construction projects. This position reports to Manager Construction

### Key Accountabilities

#### 1. Robust engineering services provided

- Effective, realistic and achievable construction project plans developed and successfully implemented
  - Close liaison with Manager Construction as well as the relevant Regional Manager ensured in the development of plans
  - Technical reports, drawing and other documentation associated with the outcomes of this role prepared in a timely and complete manner
  - Timely preparation of PSIP submissions to attain capital funding for construction works, including business cases, delivered and requested funding obtained

- Manager Construction assisted in the successful oversight of construction projects from conception to completion
- Projects reviewed in-depth schedule deliverables and estimate costs accurately calculated / determined.
- Design-related issues that occur on-site efficiently and effectively resolved
- Effective monitoring and reporting of performance of contractors and their contractual obligations ensured; targets fully met on time
- Work progress reviewed daily and report submitted to Manager Construction.
- Internal and external report pertaining to work progress prepared in a timely manner and submitted to Manager Construction.
- Appropriate procurement strategies compliant with potential donor agency guidelines planned, developed & implemented; for construction projects
- Risk management plans implemented and monitored at work sites to ensure full compliance and any non-compliance addressed.
  - Quality construction standards implemented and use of proper construction techniques maintained.
- WAF's professional standards maintained and company objectives in relation to budget targets, service quality, company reputation, OH&S and environmental standards met and compliance with external and internal standards maintained at all times
- Standard Operating Procedures for all construction projects developed, periodically reviewed and refined
- All operational, maintenance and improvement activities, relating to WAF's construction projects effectively supervised to ensure full compliance with drawings/design specification and engineering standards
  - Relevant technical support, supervision, management and offering of timely and relevant advice provided
- Timely completion of all disaster & emergency response rehabilitation works on WAF infrastructure, involving the construction team, ensured
- Innovative solutions to continuously improve the construction engineering function effectively developed and culture of innovation encouraged amongst subordinates

- Innovative solutions appropriately derived from and based on robust data collection through data logging & monitoring systems and water modelling analysis
- Appropriate and timely assistance provided to particularly with respect to the following:
  - Conditional assessments, identifying risks and developing preventative maintenance schedules
- Effective contribution to the ongoing development of engineering related models ensured
- Full compliance with all WAF policies, SOP, legislative and regulatory requirements maintained at all times
- Quality technical/engineering advice provided to Manager Construction and the Construction Team
- Tender evaluation committee
  - Evaluation of tenders on technical aspects of the tender namely specifications etc.

## 2. Human capital management

- Effective oversight and on-the-job training for staff delivered
- Direct reports are highly motivated and productive
- Training needs for staff effectively monitored in partnership with the supervisors and appropriately addressed in consultation with the HR Department
- Relevant performance measures established for staff, timely performance appraisals carried out and action items (for both strengths and weaknesses) resolved in consultation with the HR Department and other relevant parties
- Effective contribution to the HR Recruitment function for relevant WAF positions ensured. This shall include but not be limited to being a member of relevant recruitment interview panels
- Disciplinary actions carried out in consultation with the HR Department and in full compliance with all relevant laws, legislations and internal requirements

## 3. Timely, relevant and compliant reporting

- All internal and external (if any) reporting requirements in regards to the outcomes of this role fully understood and correctly executed
  - Robust and relevant periodic reports prepared and submitted; including but not limited to
    - Construction progress reports, engineering plans/documentation etc.

- System performance reporting (both verbal and written) and reporting of any engineering related issues that are relevant to WAF goals to WAF Senior Management.
- Superiors provided with useful information combined with analysis and interpretation, for the purpose of decision making
- Ad-hoc information request 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 Manager Construction effectively and efficiently addressed

#### 5. Organisational Values promoted and demonstrated at all times

- 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

#### Competencies

#### **QUALIFICATION REQUIREMENT**

- The Applicant must possess a Bachelors Degree in Civil Engineering or equivalent from a recognise institution with at least three (3) years of relevant experience.

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

- Knowledge of Hydraulic & Structural Design in accordance with AS/NZ Standards Desirable
- Sound Knowledge of Spreadsheets, Auto Cad, Word Processing and Microsoft Office Suites (Outlook, Access & PowerPoint, etc.)
- Ability to instruct, supervise and create a motivated environment amongst staff where goals can be achieved efficiently and effectively
- Demonstrated ability to develop cost-effective solutions that are commercially focused
- Experience in formulating and implementing operational policies and guidelines.
- Good understanding of the budget, expenditure procedures and processes
- Analytical and problem-solving skills with an ability think strategically and holistically
- At least five years' experience as an Engineer and vast experiences in both water and sewerage construction projects
- Relevant project management experience is an advantage
- Experience in formulating and implementing operational policies and guidelines

## **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: 1330 Engineer \(Construction\) National Office](#)" and should be received no later than **5pm on 26 January 2024** 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:**

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