

## POSITION DESCRIPTION

### REF 1385: TECHNICAL OFFICER (WATER TREATMENT PLANT)- BITUTARALAGI WTP, RAKIRAKI

<b>Salary Scale</b>	\$18,858.00 - \$23,572.50 per annum	<b>Position Type</b>	Established
<b>Structure:</b>	<b>Department:</b>	Operations SBU	
	<b>Sub – Section</b>	Water Treatment Plant	
<b>Location:</b>	Bitutaralagi Water Treatment Plant, Rakiraki		

### About Our Organisation

The Water Authority of Fiji is a commercial statutory authority 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 setting up water supply systems in rural areas.

### Position Objective

The Technical Officer Water Treatment Plant (WTP) is responsible for ensuring that the water treatment operations are operating efficiently and effectively producing potable water that meets the Fiji National Drinking Water Quality Standards, and for maintaining the desired production levels to meet consumer demand. This role reports to Supervisor Water Treatment Plant.

### Key Accountabilities

- Efficient and fully compliant Water Treatment Plant operations
- Thorough understanding and execution of DMA Standard Operating Procedures (SOPs) ensured;
- Planned Preventative Maintenance (PPM) works and general maintenance works carried out effectively and in a timely manner
- Quality and timely works undertaken to address complaints and referrals in line with the WAF Customer Charter
- Customer complaints appropriately managed and successfully resolved in partnership with relevant staff
- Close collaboration with other WAF departments/ units ensured to efficiently resolved customer complaints

- Scheduled of works executed in a timely manner as per department plant including Repair & Maintenance, Operations, Planned Preventative Maintenance, Upgrade, Flushing, and Cleaning of Water Mains and Appurtenances
- Successful execution of daily work schedules for the entire Treatment Plant monitored and ensured
- Effective supervision of all personnel engaged in Treatment Plant duties delivered
- Timely and relevant guidance/advice provide to staff handling pump controls ensured
- Water Quality maintained in accordance with the established National Standards at all times
- Right stock (type and volume) of chemicals for water treatment maintained at all times
- Optimum level of Production delivered as per established targets and customer demand met at all times
- Daily chemical doses optimised, wastage minimised and costs controlled at all times
- Effective random Laboratory analysis of water samples performed and relevant On the Job guidance provided to staff where quality issues are noted
- Minimum quality issues noted and staff competency in the area of water quality control optimised
- All chemical Material Safety Data sheets and other paperwork/records appropriately filed and readily available
- Security/safety of all relevant records maintained at all times
- Well-maintained records for all operational and maintenance matters ensured
- WTP performance continuously monitored and reported to superiors
- Areas of operational improvement continuously assessed and relevant recommendations submitted to superiors for consideration
- Superiors effectively assisted in identifying the WTP's future development needs based on performance information
- WTP is OHS compliant at all times with an exceptional standard of sanitation, cleanliness maintained at all times
- Culture of OHS and operational environment compliance established across the WTP function
- Plant and the immediate surroundings always neat and clean
- All internal and external (if any) reporting requirements in relation to the outcomes of this role understood and correctly executed
- Robust and relevant periodic reports/documents prepared and submitted as and when requested. This includes daily Plant performance reports and any other and daily/ weekly/ monthly Reports as requested.
- 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
- 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 WTP effectively and efficiently addressed
- 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
- Timely field reporting of works completed reported to Technical Officer and Supervisor to advise for complaint closure

## Position Specification

### Competencies

#### **QUALIFICATION & EXPERIENCE REQUIREMENT**

- The Applicant must either possess a 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) OR a Certificate in Water Treatment Operations 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 with Trade Certificate or at least 3 Years of relevant experience with Trade Test Certificate.

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

- Knowledge on plumbing repair works and basic Plant maintenance
- Thorough knowledge on chemical mixing and handling of dangerous goods
- Computer literate
- General knowledge of the purpose and operations of water utilities.
- Proven ability to supervise at least one direct report, and work under minimum supervision
- Promote team morale and build commitment towards a common aim.

## 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 1385: Technical Officer (WTP) – Bitutalagai WTP, Rakiraki” and should be received no later than **5pm on 26 April 2024** and could be:

**Mailed to:**

The Manager Human Resources  
Water Authority of Fiji  
PO Box 1272, Suva

**Hand delivered to:**

Human Resources Unit  
Level 3, Manohan Building  
Corner Wainivula & Kings Road

**Emailed to:**

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