

POSITION DESCRIPTION

RE-ADVERTISED

REF 1421 TECHNICIAN (ELECTRICAL/ MECHANICAL)-KINOYA PUMP WORKSHOP

Salary Scale	\$13,665.75 - \$16,726.00 per annum	Position Type	Established
Structure:	Department:	Operations SBU	
	Sub – Section	Mechanical, Electrical & Technology	
Location:	Kinoya Pump Workshop		

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 Technician is required for the continued safe and reliable performance in Electrical assets *operation* of water / sewerage in that our customers to receive 24/7 water and wastewater services in accordance to World Health Organisation (WHO) Standard. This position reports to the Technical Officer.

Key Accountabilities

- Assist in preventative maintenance, corrective maintenance and reactive maintenance implemented for the electrical related assets within WAF
- Maintenance and wiring of control panel and switchboard performed efficiently and systematically Safe electrical isolation and test performed and confirmation provided before any work within switch boards started, ensure Isolation Safety Tags placed in visible location
- Installations. maintenance and commissioning of domestic and industrial installations performed and facilitated in accordance with AUS & NZ standards
 - commissioning of water, waste water pumps, plants, equipment's and generators performed

- Water disruption prevented through regular maintenance of low voltage switch gears and pumps of WAFs assets
- Task completed is of good quality
- Maintenance of lights in WAF premises, overhead hoist, cranes in the treatment plants and pump stations attended to in a timely and professional manner
- Technicians supervised on daily tasks assigned and are compliant to the OHS regulations when performing tasks
- Safety regulations are observed in work sites at all times
- Work site are kept clean and safe for the pump attendants and members of the public
- Knowledge on how to use relevant and required works tools obtained and understood and are competently used to performed duties and work assigned
- Project work initiated and identified in light of the possessed trade throughout the division.
- Flexibility to change demonstrated and work prioritised in line with complaints received from the division
- Timely and quality daily reports and records on all works carried out of all repairs done and materials used submitted to supervisors and are fully informed of;
 - Problems, challenges and achievement
 - operation inputs for the smooth running of Pump Section

2. 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 Technical Officer effectively and efficiently addressed

3. Organisational values upheld and demonstrated at all times

- Ensure support of the environment aligning deliverables to organisational values and strategic directions
- Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

4. Timely, relevant and compliant reporting to executives delivered

- All internal and external (if any) reporting requirements in regards to the outcomes of this role fully understood and correctly executed
 - Ad-hoc information request by superiors addressed in a timely manner
 - Superiors provided with useful information combined with analysis and interpretation, for the purpose of decision making
 - Robust and relevant periodic reports prepared and submitted as and when requested

Position Specification

Competencies

QUALIFICATION REQUIREMENT

- Trade Certificate and/or Certificate Level 1,2 and 3 in Electrical Engineering

EXPERIENCE, SKILLS, & ABILITIES

- At least 3 years work experience in a similar position
- Must have a Valid Wiremen's License and Drivers licence
- Must have good understanding and working knowledge of water and wastewater pumps, electrical switchboards
- Ability to read, analyse the electrical schematic drawing, carryout the fault isolation and rectification works
- Computer literate in Microsoft software

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 1421: Technician (Electrical/Mechanical) – Kinoya Pump Workshop” and should be received no later than **5pm on 12 July 2024** 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