

## POSITION DESCRIPTION

### REF 1429: SCADA TECHNICIAN- WAILOKU DEPOT

<b>Salary Scale</b>	\$13,665.75 - \$16,726.00 per annum	<b>Position Type</b>	Established
<b>Structure:</b>	<b>Department:</b>	Operations SBU	
	<b>Sub – Section</b>	SCADA	
<b>Location:</b>	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 setting up water supply systems in rural areas.

### Position Objective

The SCADA – Technician is responsible for installations, maintaining and repairs of electronic systems including radio communications, process control and instrumentation, telecommunications equipment including circuits and computer components of these systems and be responsible to Supervisor SCADA for the competent and cost-effective process of repairs and maintenance of SCADA system. This position reports to the Technical Officer SCADA & NCC

### Key Accountabilities

- Make sure all safety measures in place are adhered to according to the Occupational Health and Safety Act and WAF's Safety rules and procedures.
- Carry out assigned daily works plan for operation, repair and maintenance of SCADA systems.
- Ensure all planned maintenance works is completed on time and ensure handover is carried out by Team
- Ensure all unplanned works (Breakdown or offline sites) is attended to in the quickest time and completed with good workmanship
- Removal of any SCADA system Devices or equipment and visual inspection as well as performance tests, using measuring instruments and apparatus.
- Ensure Professional workmanship (international standards) for any SCADA system installations or alliteration and no return Job.

- Re-assembling of SCADA system components, doing additional modification and adjustments and make final performance tests to ensure it is working to as required.
- Carry out all test and repair work done which must be documented and filed for future references.
- Assist in inventory management and control of adequate SCADA system spares.
- Assist in the stock items receiving, issuing, recording and transactions for SCADA workshop store.
- Ensure security of SCADA system installations.
- Ensure documentation is filled for various inspection and maintenance carried out.
- Carry out work, inspect and test completed work to ensure compliance with specifications and safety work standards.
- Carry out the inspection, regulation and functioning of installed SCADA System equipment at various WAF sites.
- Assist in the provision of on-the-job training of employees.
- Carry out daily checks/monitoring of WAF SCADA system & instrumentation.
- Report any change in SCADA system software and ensure circuit diagrams are amended accordingly.
- Check, control and account for all SCADA items used.
- Maintain proper management of Tools and Test Equipment used by Team.
- Maintain proper vehicle management and upkeep.
- Carry out general maintenance and upkeep of Control room, workshop, SCADA Equipment's storage Container, SCADA storage room and Surroundings.
- Assist all other SCADA team in various Regions whenever required.
- General availability to do any form of technical assistance during an emergency.
- Standby and await instructions during any natural disasters or Critical situations.
- Carry out any other work as directed by Supervisor SCADA & NCC and Manager Instrumentation & SCADA.or Technical Officers.
- Comply with Code of Conduct Policy and other WAF policies and procedures.
- Display WAF values and standards at all times.
- Carry out any other work as directed by Supervisor SCADA & NCC and Manager SCADA & Instrumentation.

## Position Specification

### Competencies

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

- The Applicant must possess Trade Certificate in Electrical & Electronic Engineering, Automation, SCADA or PLC Systems or equivalent from a recognized Tertiary Institution with a minimum of two (2) years' experience in SCADA Systems or relevant fields.
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#### **SKILLS, & ABILITIES**

- Computer literate and with good planning and organizing skills
- Ability to read and analyse circuit diagrams and tie up the circuit diagram with corresponding SCADA field devices and instrumentation.
- Must have a valid driving license.
- Be Physically fit,
- Possess ability to do rigging works.
- Ability to meet deadlines and perform beyond nature of responsibility.
- Competent user of Microsoft office.
- Possess teamwork attributes.
- Experience with safely operating power tools and equipment with appropriate PPE.
- Understanding Occupational Health and Safety Management Systems (OHSMS) and practices;
- General knowledge of the purpose and operations of water utilities
- Proven knowledge to effectively utilize information technology, including computerized control & monitoring systems (e.g. SCADA), geographical information systems, and engineering plans & drawings in making operational and maintenance decisions.
- Demonstrated understanding of Non-Revenue Water Concepts and the Virtuous Cycle and impact / contribution Reactive Maintenance and Operations plays in reducing Non-Revenue Water Levels

## **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: 1429 SCADA Technician– Wailoku Depot 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

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)