

## POSITION DESCRIPTION

### REF 1430: TECHNICAL OFFICER (WATER TREATMENT PLANT) – DEUBA WTP

<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>	Deuba Water Treatment Plant		

### 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

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

#### 1. Efficient and fully compliant Water Treatment Plant Operations

- 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

## 2. Timely, relevant and compliant reporting delivered

- 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

## 3. 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 Supervisor and Team Leader WTP effectively and efficiently addressed

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

- 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

## Position Specification

### Competencies

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

- C-Certificate in Water Treatment is mandatory. B – Certificate would be an advantage.
- At least 7 years of experience as a water Treatment Plant Operator / Water Fitter or 5 years of proven experience in the field of water treatment.
- In-Depth Knowledge on plumbing repair works and basic Plant maintenance including Dosing Pumps Maintenance and Chlorinator fittings
- Thorough knowledge on chemical mixing and handling of dangerous goods and Chlorinators and
- 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

#### **SKILLS. & ABILITIES**

- Promote team morale and build commitment towards a common aim.
- Evaluate the best course of action making appropriate decisions to ensure effective and timely outcomes.
- Identify the important issues and select an established procedure to address the problem
- Inspire others/team to achieve their best with timely developmental and constructive feedback, encouragement and guidance.

## **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: 1430: Technical Officer (Water Treatment Plant)– Deuba WTP**” 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:**

or 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)