

POSITION DESCRIPTION

REF 1431: TECHNICIAN (WATER TREATMENT PLANT) – WAILA WTP

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|---------------------|-------------------------------------|-----------------------|-------------|
| Salary Scale | \$13,665.75 - \$16,726.00 per annum | Position Type | Established |
| Structure: | Department: | Operations SBU | |
| | Sub – Section | Water Treatment Plant | |
| Location: | Waila 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

The Technician is primarily responsible for assisting the Service Technician with repair and maintenance works across the Water Network ranging from intake source, bulk transmission lines, Reservoir maintenance, distribution network and service connections to the customer meter. The Technician shall be responsible for the successful delivery of daily operations and maintenance activities for WAF DMA & Distribution Network Services Unit. This responsibility includes attending to WAF's customer complaints, this position reports to the Technical Officer.

Key Accountabilities

- Efficient and effective operations of the Water treatment plant.
- Ensure required inflow and outflow is maintained at all times as per requirement to avoid any major service disruption.
- Ensure timely additions of required chemicals [Alum, Soda, Chlorine] for the treatment process is added
- Performance of Jar tests per shift to calculate optimum dose.
- Performance of required lab tests every four hours.
- Timely filter back wash based on time, velocity based or differential pressure.
- 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.
- Timely desludging of the Clarifiers.
- Timely changing of the Chlorine gas cylinders to avoid nil chlorine residual.
- Daily records every four hourly on chemical dosage rates, lab tests, fuel usage and calibration of chemicals as per weather conditions and turbidity
- Efficient manual operation of air vales and water during filter back wash process.
- 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
- Timely field reporting of works completed reported to Technical Officer and Supervisor to advise for complaint closure;
- Safe and efficient operations of Power tools ensuring compliance with established Occupation Health and Safety Procedures and executed with a duty of care for fellow staff;
- Prepare daily log of all operations and maintenance activities carried out reported to immediate supervisor and support officer for documentation and complaint closure in WAF complaint management system.
- Fully compliance with internal and external polices and legislative and regulatory requirements maintained at all times;
- Ensure proper site preparation in compliance with relevant statutory requirements;
- Delegated referrals or Adhoc requests addressed in a 24hrs period.
- Cooperation within a team or across function to ensure that departmental targets / goals are achieved
- Uphold and support organisational values at all times ensuring that deliverables are aligned to organisational values and strategic directions
- Uphold and maintain a culture of safety targeting Zero Harm in and around the workplace
- Accurate and timely reporting of near miss and incidents to superiors;
- Contribute to Team Meetings providing input and insight
- Initiative to improve performance and resolution of complaints in the Work Management System
- Uphold and maintain high quality of works minimizing instances of poor workmanship or rework to zero.
- Provide relevant and timely updates on works assigned by superiors
- Relevant meetings are attended with relevant and effective contributions;
- carry out any other duties assigned by the Supervisor or Team Leader

Position Specification

Competencies

QUALIFICATION & EXPERIENCE REQUIREMENT

- The Applicant must either possess a Certificate III in Plumbing and Sheet metal with 3 years of relevant works experience working in the Water / Wastewater Network or a Trade Test Certificate Class III in the discipline of Pipe Fitter or Plumber General with 2 years of demonstrated experience working on water and wastewater or form 6 level pass with certificate in water A, B and C with 2 years demonstrated work experience in normal water operator role, process flows and reticulation networks. Knowledge of network operations and management is an added advantage

SKILLS, & ABILITIES

- Experience with safely operating power tools and equipment with appropriate PPE
- Understanding Occupational Health and Safety Management Systems (OHSMS) and practices;
- Efficient and effective operations of the Water treatment plant.
- Ensure required inflow and outflow is maintained at all times as per requirement to avoid any major service disruption.
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- 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.
- Timely desludging of the Clarifiers.
- Timely changing of the Chlorine gas cylinders to avoid nil chlorine residual.
- Daily records every four hourly on chemical dosage rates, lab tests, fuel usage and calibration of chemicals as per weather conditions and turbidity
- Efficient manual operation of air vales and water during filter back wash process.
- Ability to undertake repair and maintenance of live assets
- Demonstrated ability to monitor, prioritize, respond and control effectively in operational situation
- Experience in prioritizing tasks to efficiently utilize resources and demonstrate initiative and strategic approach in coping with unexpected situations.
- Initiative to undertake necessary corrective action with minimal supervision
- Ability to adapt to changing operational situations by understanding system behaviour and performance.
- Ability to works as a team

- Sound knowledge and relevant experience in water pipeline operations / water supply operations will be well regards
- Demonstrated ability to lead and supervise operational teams
- Proven knowledge to effectively utilise information technology, including computerised 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.
- Demonstrated experience in water and/or wastewater network operations & maintenance management.
- Proven track record of high-quality service provided to customers
- Ability to communicate effectively with internal and external contacts.
- Ability to provide technical advice and expertise

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: 1431 Technician (Water Treatment Plant)– Waila 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:

Human Resources Unit

Level 3, Manohan Building

Corner Wainivula & Kings Road

Emailed to:

or hr.recruit@waf.com.fj