

## POSITION DESCRIPTION

### RE-ADVERTISED

#### REF 1435: TEAM LEADER TREATMENT & MINOR SCHEMES - KINOYA WWTP

<b>Salary Scale</b>	\$34,986.00 - \$43,732.50 per annum	<b>Position Type</b>	Established
<b>Structure:</b>	<b>Department:</b>	Operations SBU	
	<b>Sub – Section</b>	Wastewater Treatment Plant	
<b>Location:</b>	Kinoya Wastewater 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 also setting up water supply systems in rural areas.

#### Position Objective

The Team Leader Treatment and Minor Schemes (CE) is responsible for assisting the Senior Engineer Treatment & Minor Schemes with the provision of sound advice relating to Treatment Processes and compliance requirements within WAF. This responsibility includes facilitating and improving the provisioning of treatment across the region and network services across minor schemes in the region, supervising the treatment and safe discharge of effluent and bio solids, inspection, audit, verification and maintenance of treatment and network infrastructure in accordance with best practices. The position reports to Senior Engineer Treatment & Minor Schemes (CE)

#### Key Accountabilities

##### 1. Effective management of the designated region's Wastewater treatment plants

- Timely and relevant contribution to the following ensured:
  - Annual regional waste water treatment budget in collaboration with Senior Engineer Treatment and the Regional Manager
  - Formulation, development and implementation of wastewater treatment strategic business plans to ensure WAF provides sustainable and efficient treatment and service delivery

- Risk identification, mitigation/management for the region's wastewater treatment plants
- Annual PPM programmes for the entire central eastern wastewater treatment infrastructure effectively planned in consultation with relevant parties
  - Timely estimation of WWTP upgrading works and new developments ensured
- Effective management of the wastewater treatment team in the designated region delivered
  - Consistent, efficient and quality wastewater treatment services delivered at all times
  - Wastewater treatment operation, maintenance work, workforce, tools & machinery effectively planned and successfully implemented by staff
  - Prioritisation of daily tasks according to financial risk or gain for WAF duly considered during planning processes
  - All wastewater treatment work carried out in accordance with the wastewater Standard Operating Procedures [SOPs], legislative and regulatory requirements as well as international standards
  - Wastewater treatment facilities, work procedures and work personnel are OHS compliant
  - Noticeable and measurable positive change in the work culture across the division, particularly with respect to wastewater treatment service delivery, achieved
  - All wastewater treatment defect[s] in any new treatment infrastructure or project is rectified within the Defect Liability Period [DLP] before the issuing of End of Maintenance Certificate [EOM]
- Wastewater treatment related projects delivered by the Infrastructure Delivery Unit effectively assisted
  - Project Implementation: oversight of all WW Treatment Project is ensured
    - Tender process is completed and effectively managed
    - Thorough and effective preparation of business cases and problem statement to the Project Appraisal Committee completed and submitted in a timely manner
  - reviewed/assessed/inspected and fully compliant with WAF standards prior to handover [Beginning of Maintenance - BOM] to the Wastewater division
  - Appropriate hand-over process delivered as per WAF hand-over procedures
- Process faults efficiently rectified

- Timely and correct laboratory tests delivered
  - Appropriate wastewater treatment processes recommended via relevant reports to Senior Engineer Treatment
  - Perform research and proposals on Innovative wastewater technologies & new methodologies that are applicable to WAF operations researched, reviewed and relevant recommendations/proposals to executive management delivered.
2. Timely, relevant and compliant reporting
- All internal and external (if any) reporting requirements in regards to WAF's wastewater treatment plants understood and correctly executed
    - Robust and relevant periodic reports prepared and submitted as and when 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. Human capital management
- Effective oversight and on-the-job training for staff delivered
  - Direct reports and staff motivated and productive
  - Training needs for staff effectively monitored in partnership with the Supervisors and appropriately addressed in consultation with the HR Department
  - Relevant performance measures established for staff, timely performance appraisals carried out and action items resolved (supporting strengths and weaknesses) in consultation with the HR Department and other relevant parties
  - Effective contribution to the HR Recruitment function for relevant WAF positions ensured. This shall include but not be limited to being a member of relevant recruitment interview panels
  - Disciplinary actions carried out in consultation with the HR Department and in full compliance with all relevant laws, legislations and internal requirements
4. 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 Senior Engineer Treatment effectively and efficiently addressed
5. 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**

- A Bachelor's Degree in Civil, Mechanical, Electrical Engineering or Biology, Environment and Chemical Sciences or equivalent, with at least six (6) years relevant experience.
- OR an Advanced Diploma in Civil, Mechanical, Electrical Engineering or equivalent, and/or with five (7) years relevant experience.
- OR a Diploma in Civil Mechanical, Electrical Engineering or equivalent, and/or with seven (10) years relevant experience.
- OR a Diploma in Biology & Chemistry or Environmental Science, and/or with seven (10) years relevant experience.
- OR a Trade Certificate (Class II) Pipe Fitter / Plumber (General)/ Plumbing and Sheet Metal, and/or with seven (12) years relevant experience.
- OR a Certificate of Attainment Management skills for supervisors, and with 15 Years relevant experience
- At least 6 years of experience in Wastewater Treatment Operation in a leadership/supervisory role

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

- Understanding of WAF's wastewater function and SOPs
- Strong human capital management experience. Demonstrated ability to manage people effectively in a change environment
- Demonstrated ability to develop cost-effective solutions that are commercially focussed
- Experience in formulating and implementing operational policies and guidelines
- Strategic planning, complex problem resolution and general management experience. Demonstrated analytical and problem-solving skills with an ability to think strategically and holistically
- High levels of verbal and written communication skills, with a good appreciation of the requirements of timely reporting associated with delivering wastewater services
- Highly developed strategic and business acumen skills
- Demonstrated ability to develop cost-effective solutions that are commercially focussed
- Experience in formulating and implementing operational policies and guidelines
- Good computer skills in network analysis using software such as auto-cad and GIS.

- Demonstrated ability to manage people effectively in a change environment.
- A good understanding of the budgeting process and prescribed expenditure procedures

### **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: 1435 Team Leader Treatment & Minor Schemes (Re-advertised) Kinoya WWTP” and should be received no later than **5pm on the 2<sup>nd</sup> of August 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)