

POSITION DESCRIPTION

RE-ADVERTISED

REF 1436: EXCAVATOR OPERATOR - NADI WATER DEPOT

Salary Scale	\$14,868.00 - \$18,585.00 per annum	Position Type	Established
Structure:	Department:	Finance SBU	
	Sub – Section	Fleet	
Location:	Nadi Water 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 also setting up water supply systems in rural areas.

Position Objective

The Excavator Operator is responsible for coordinating excavation efforts, operating and maintaining heavy equipment and machines. This position reports to the Supervisor Fleet, Fleet Officer and Team Leader Fleet.

Key Accountabilities

1. Effective and efficient excavator operator services provided

- Effective operation of earth-moving or construction equipment delivered and in full compliance with safety requirements
 - Safe work procedures followed at all times
- Engine/machine performance maintained at the required standard
 - Timely test runs and adjustment of machine/engine controls and systems ensured
 - Routine cleaning and maintenance to ensure smooth operation of the earth-moving equipment/machine delivered
- Excavation efforts successfully planned and coordinated with other drivers and operators
- Excavation scope of work successfully executed
- Effective and timely communication with site personnel/ground crew maintained at all times
- Potential hazards or obstructions, such as utility lines, other equipment, other workers, or falling objects, holistically assessed and addressed

- Accidents, mishaps and 'near misses' relating to the use of excavation equipment/machines immediately investigated, resolved, reported in consultation with the relevant personnel/department/committee
- Machine greasing points to be greased on daily basis before commencement of any excavation works
- New employees appropriately trained with respect to safe and efficient operation of the excavation equipment/machines

2. Timely, relevant and compliant reporting

- All internal and external (if any) reporting/documentation requirements in regards to WAF's excavation operations function fully understood and correctly executed
 - Robust and relevant periodic reports prepared and submitted as and when requested (e.g. incident reports)
 - 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
 - Provide assistance in Driving Duties inclusive of WAF Owned Water Carting Truck, 7 Ton Truck, 3 Ton Twin Cab Trucks, 4x4 Twin Cabs and Operation of Forklift when requested by Fleet Officer and Fleet Supervisor
 - Provide assistance to Fleet Officer and Fleet Supervisor on collection of Fuel Receipts on Weekly basis
 - To assist Fleet Officer and Fleet Supervisor in carrying out Inspection of Company and Plant Hire Vehicle's when requested
 - Successfully execute any other Fleet Operational Duties assigned by Fleet Officer, Fleet Supervisor or Team Leader Fleet.

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 Technical Officer 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 REQUIREMENT

- Year 10 or equivalent and three references
- 3 years' experience in operating Backhoe in full time employment.
- Must have LTA Approved and Valid License for Class 2, 6 & 9
- Desirable - Class 4 license as well
- Able to identify if any electrical, mechanical or hydraulic operations system failure and report to Fleet Officer, Supervisor Fleet and Team Leader Fleet
- Maintain Plant and Machinery as per LTA and MOL requirements
- Robust knowledge of relevant safety requirements, procedures etc.
- Proven ability to control the excavator and bucket to get the job done in a safe and timely manner.

SKILLS & ABILITIES

- Contribute to the team improving team effectiveness through personal commitment
- 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
- Utilise time and effort efficiently to complete tasks set by others.

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: 1436: Excavator Operator (Re-advertised) Nadi Water Depot” and should be received no later than **5pm on the 2nd of August 2024** and could be:

Mailed to:

The Manager Human Resources

Water Authority of Fiji

Hand delivered to:

Human Resources Unit

Level 3, Manohan Building

Emailed to:

hr.recruit@waf.com.fj