

## POSITION DESCRIPTION

### REF 1445: TEAM LEADER COMPUTERIZED MAINTENANCE MANAGEMENT

#### SYSTEM - NATIONAL OFFICE

<b>Salary Scale</b>	An attractive remuneration package will be offered to the successful candidate	<b>Position Type</b>	Established
<b>Structure:</b>	<b>Department:</b>	Asset Management	
	<b>Sub – Section</b>	Asset Information & Systems	
<b>Location:</b>	National Office		

#### 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

Reporting to the Manager Asset Information and Systems, this role is responsible for leading a team of staff to ensure that Water Authority of Fiji maintains its natural and built assets in a safe manner for the lowest whole of life costs.

#### Key Accountabilities

1. Team leadership
2. Change management, Resourcing and time management
3. Systems training
  - Demonstrated good conceptual and analytical skills.
  - Proven high level research skills to identify alternatives and update knowledge of best practice tools and techniques.
  - Superior analytical and problem-solving skills, with the ability to analyse and interpret complex information and make sound judgements.

- Knowledge of and experience in applying the Reliability Centred Maintenance model including Failure Modes, Effects and Criticality Analysis
- High level written and oral communication skills applicable to technical professionals, client groups, government bodies and the public, together with high level interpersonal communication, negotiation and organisational skills.
- Understanding of principles and practices of dam and weir safety surveillance, operations and maintenance, and the statutory and institutional framework for dam safety management, or ability to obtain the knowledge within a short period of time.
- Superior skills in the use of computer applications, with strong capability in the capture, use and extraction of data from computer-based analysis tools, and applications such as Excel.
- Strong understanding of and capability in total asset management planning and financial and computer based modelling.
  - Demonstrated competence in risk analysis, evaluation and assessment to meet business objectives relating to infrastructure assets.

#### 4. Human capital management

- Effective oversight, coaching, mentoring of relevant staff and in particular direct reports delivered
- Relevant resource materials for the unit on the CMMS identified
- Training needs for staff effectively monitored in partnership with relevant staff and appropriately addressed in consultation with the HR Department
  - A quarterly capacity building training exercise developed in consultation with the Training Officer
- Relevant performance measures established for staff, timely performance appraisals carried out and action items resolved (supporting both strengths and weaknesses) in consultation with the HR Department and other relevant parties
- Disciplinary actions carried out in consultation with the HR Department and in full compliance with all relevant laws, legislations and internal requirements

#### 5. Timely, relevant and compliant reporting

- All internal and external reporting requirements in regards to the outcomes of this role fully understood and correctly executed
  - Robust and relevant periodic reports prepared and submitted. This includes weekly updates and technical reports etc.

- Regional Manager Operations, Water and Wastewater engineers and Executive Management provided with useful information combined with analysis and interpretation, for the purpose of decision making
- Ad-hoc information/reporting requests by superiors addressed in a timely manner
- All other tasks assigned by Manager Asset Information & Systems.

#### 6. 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 relevant superiors effectively and efficiently addressed

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

- Support towards alignment of deliverables to organisational values and strategic directions ensured
- Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

#### Key Accountabilities

- Develop and implement an Asset Maintenance Policy in conjunction with the Manager, M&S
- Develop a framework for undertaking a Reliability Centred Maintenance (RCM) analysis of all Water Authority of Fiji's water infrastructure assets, plant and equipment, marine craft and buildings
- Undertake the RCM analysis for said assets to develop a defensible (prudent and efficient) maintenance program.
- Develop and negotiate implementation (through a Service Level Agreement) of the activities identified in the maintenance plan to ensure optimal asset safety, maintainability and reliability.
- Develop/improve the Computerised Maintenance Management System (currently FMMS) to capture appropriate data on asset failures and maintenance activities to facilitate Life Cycle Costing analyses and optimisation of the maintenance plan
- Review the maintenance plan at appropriate intervals in order to optimise the plan to achieve lowest whole of life costs
- Develop and implement a methodology for establishing the life cycle costs of water infrastructure, plant and equipment, marine craft and buildings

- Undertake day to day management of the CMMS including provision of a Helpdesk function for staff from M&S business unit
- Develop and conduct training of assets and M&S staff in the correct use of the CMMS
- Deliver an annual maintenance budget for input into the Asset Plans
- Oversee a program of maintenance audits that ensure compliance with strategic maintenance objectives of the maintenance policy, check compliance and completion of the activities in the maintenance plan and identifies and rectifies deficiencies with maintenances works procedures
- Oversee the development of the Water Authority of Fiji's Asset Register for handover to the Asset Information group to manage in accordance with regulatory and accounting requirements
- Undertake an annual review of the Service Level Agreement with M&S Business Unit.
- Monitor asset performance and maintenance statistics, and regularly report to the management team.
- Manage and co-ordinate projects, investigations and research to meet specific organisational needs.
- Work closely with Maintenance Scheduler to ensure annual maintenance program included in the Asset Plans, gives due consideration to site specific scheduling issues.
- Provide expert technical support to all maintenance technicians on mechanical repairs, troubleshooting problems, and equipment installation issues
- Conduct an ongoing program of continuous improvement including research, development and market testing of maintenance tasks and staff education to ensure organisational requirements are met.
- Using maintenance management system and annual audit data establish mechanical equipment performance standards and measure and report overall equipment performance.
- Coordinate information sharing from relevant specialist functions, business unit, and the wider organisation to inform the development of strategies, policies, procedures and tools aligned with organisational objectives.
- Negotiate with internal and external stakeholders to obtain agreement or alignment on strategies and policies.

## Position Specification

### Competencies

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

- Bachelors Degree in Engineering – Mechanical or Electrical
- At least five years relevant experience

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

- Working knowledge of software such as AutoCAD, Gentrack, SAGE, QGIS and ArcGIS
- Ability to apply technical knowledge in analysing problems and creating solutions
- Ability to build relationship with customers and colleagues
- Strong attention to detail and ability to make correct judgments

#### **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: 1445 Team Leader Computerized Maintenance Management System – National Office**” and should be received no later than **5pm on 30 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)