

REF: 625 ELECTRICAL/MECHANICAL FITTER

(WAILOKU DEPOT)

Purpose

The Electrical/Mechanical Fitter serves across various Water Authority of Fiji (WAF) departments and is responsible primarily for carrying out electrical and mechanical maintenance outcomes on WAF's water and waste water facilities to ensure that WAF customers receive 24/7 water and waste water services in accordance with World Health Organisation (WHO) standards. This position reports to the Technical Officer of the designated department.

Principal Accountabilities

1. Technical efficiency and effectiveness of WAF is expertly supported

- Installation and commissioning of domestic and industrial installations in accordance with AUS and NZ standards ensured
- Efficient and effective repairs and maintenance ensured;
 - Electrical installation planned plant maintenance implemented effectively
 - Planned preventative maintenance,
 - Planned corrective maintenance
 - Reactive maintenance
 - Control panel and switchboard maintenance and wiring performs as scheduled
 - Installation of maintenance and commissioning of water, waste water pumps, plants, equipment's and generators to ensure customers receive 24/7 water and waste water services to WHO standard facilitated
 - Maintenance of high voltage switch gears and pumps of WAFs assets carried out effectively ensuring WAF provides uninterrupted services
 - Maintenance of lights in WAF premises including overhead hoist, cranes in treatment plants and pump stations ensured
 - Maintenance schedules of all mechanical equipment in the division executed efficiently
- Effective supervision of Trade Assistants ensuring OHS compliance
- Inventory management of fittings, parts, mechanical components and critical spares coordinated effectively with superiors/storemen
 - availability of required inventory maintained at all times
- Company facility attendants accurately instructed on SOP's for mechanical equipment and machines as well as electrical devices

- Log books of major electrical and mechanical repair works and breakdowns maintained accurately and in a timely fashion
- Monitoring and reporting on operations efficiency of systems installed and maintenance requirements provided to superiors
- Full compliance with all internal and regulatory requirements maintained at all times:
 - Statutory and regulatory compliant
 - Compliant with operational procedures
 - Risk compliant

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

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 Technical Officer effectively and efficiently addressed

5. Organisation's image and value standards demonstrated and promoted

- 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

Knowledge & Experience

- Trade Certificate in Electrical/ Mechanical Engineering

Skills & Abilities

- At least 2 years work experience in a similar position
- Ability to work both in a team environment and with minimum supervision
- Ability to install and maintain engines in water and sewerage facilities
- Ability to identify, locate and repair faults in Electrical equipment

Remuneration

Remuneration will be commensurate with relevant qualifications and experiences.

WHERE TO SEND YOUR APPLICATION

Typed applications 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: 625 – Electrical/ Mechanical Fitter (Wailoku Depot) and should be received no later than 27 September 2019 and could be:

Mailed to:

The Manager Human Resources or
Water Authority of Fiji
P O Box 1272, Suva.

Hand delivered to:

Human Resources Unit
Level 3, Manohan Building
Corner Wainivula & Kings Road Nasinu.