



LAUTOKA CITY COUNCIL

ROLE DESCRIPTION

ROLE TITLE: 1 x PLUMBER

CORPORATE INFORMATION

1. Position Level: Labour hourly rate
2. Remuneration: Salary will commensurate with qualification and experience (to be discussed during the interview). This is a contractual position with an initial period of three (3) years.
3. Duty Station: Dravuni Street, Depot, Lautoka.
4. Reporting Responsibilities;
 - a) **Reports to:** Team Leader Assests
 - b) **Liases with:** Maintenance Supervisor, Horticulturist, Director Planning & Development and all other Department Heads and Sub-Heads, Stakeholders, other agencies and NGO's
 - c) **Subordinates:** Depot workers.

ROLE PURPOSE

- The role provides day to day activities with Depot team and Operations.
- The Plumber will effectively respond to all requirements of plumber and carrying out effective plumbing to ensure that all task carried out contribute to the safety and effectiveness and all processes of water and sewerage ratification are maintained for the Council.

RESPONSIBILITIES

The Handyman is responsible for the following:

- Reports for duty regularly and timely with an established schedule of time Monday through Saturday – 48 hours of work starting 7.30am daily.
- Maintenance of sewer pump wells, garden sprinklers, storm water pipe and drainage, roof and gutters, reserve water tanks, water pumps, all sewer man holes, sewer lines, fire hydrants, hot water panels and heaters at the Council Properties.
- To maintain water supply and reticulation system throughout the Council Properties for continuous operations.
- Carrying out monthly meter readings and maintaining of water meters in-consultation with Water Authority of Fiji.
- Performs regular activities throughout the council properties; routine inspections of all council properties; reports major problems or concerns to Team Leader Assests or Maintenance Supervisor and provide solutions for

improvements.

- Responsible for the proper use and maintenance of tools, equipment, and materials and safely uses tools and equipment as assigned.
- Demonstrate good team work and continual positive effort to maintain effective working relationships with staff, volunteers, and management
- To be available when required to deal with emergency as and when required.
- To ensure all Council toilet facilities are operational at all times.

EXPECTED WORKING CONDITIONS:

- Must be able to perform strenuous physical work outside in the western Fiji weather, sometimes under unfavourable weather conditions and exposure to insects and brave natural calamities.
- Continual or prolonged periods of time bending, stooping, reaching, crouching, kneeling, crawling, digging, and lifting.
- Continuous communication and/or interaction with staff, volunteers, visitors, and management.
- Occasional weekend and/or holiday work required to meet departmental deadlines or to provide staff support for Depot workers.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Time management.
2. Attendance and punctuality.
3. Performance with efficiency and ensuring accuracy.
4. Work ethics.
5. Standard of work.
6. Transparency and accountability.
7. Providing assistance and guidance on compliance requirements whilst not compromising requirements under the legislations and standards.

PERSON SPECIFICATION

In addition to *an appropriate qualification* (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Trade Certificate in Plumbing (Class III & II) from a renowned institute with a minimum of 3 years of work experience in similar field.
2. Licensed Plumber will be an added advantage
3. Strong communications and interpersonal skills
4. Hold a Current Valid Manual Driving License
5. Medically and Physically fit
6. Ability to establish and maintain effective working relationships with subordinates, fellow supervisors, direct supervisors, volunteers, and co-workers

7. Ability to work independently as well as part of a team effectively
8. Ability to work with and supervise a diverse staff and volunteer group
9. Ability to learn and fulfil the Depot maintenance works requirements

Skills and Abilities

1. Knowledge of plumbing methods and materials and ability to properly use and maintain tools.
2. Knowledge of health and safety procedures on plumbing sites
3. Stock management on site to minimize wastage
4. Effective communication skills, good team player and good time management skills
5. Able to do multitasking work and ability to work under pressure
6. Able to achieve daily assigned tasks targeted.
7. Have good oral and written communication skills.

Personal Character

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.