



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

DIVISIONAL ENGINEER (WORKS) NORTHERN

JOB ROLE: DONKEYMAN

CORPORATE INFORMATION

1. **Position Level:** Salary Band B (GWE)
2. **Rate:** \$5.37/hour - \$6.89/hour
3. **Duty Station:** Nabouwalu
4. **Reporting Responsibilities:**
 - a. **Reports To:** Leading Hand Electrician – Rural Government Station
 - b. **Liaises with:** Other Power Attendants
 - c. **Subordinates:** Nil

POSITION PURPOSE

The position purpose is the monitoring and general servicing of Generator Set to ensure that power supply to Government Departments, commercial entities, nearby villages and settlements are not disrupted.

KEY RESPONSIBILITIES/KEY RESULT AREA (KRA)

The position will achieve its purpose through the following key duties:

1. Safe and consistent operation of Generator units to ensure effective delivery of power to customers.
2. Timely and accurate maintenance of Generators in accordance with standard operating procedures.
3. Ensure that the power station and surrounding area are clean and clear at all times;
4. Ensure that any faults/ defects are clearly recorded and reported to the Leading Hand in accordance with set timeframes.
5. Proper and timely recording and reporting of hourly operations.
6. Maintain an OHS compliant working environment.
7. Actively contribute to all cooperate requirements of the Ministry where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Safe and consistent operation of Generator units with timely and accurate recording of operation data.
2. Maintenance of all equipment in accordance with standard operation procedure and plant preventive maintenance.
3. All faults and defects are identified and reported within agreed time frames.
4. Surroundings are clean and tidy at all times.

PERSON SPECIFICATION

In addition to a Year 12 pass or equivalent with the following knowledge, skills, experience and abilities are required.

Knowledge and Experience

1. Some knowledge and experience in the related field;
2. Must have a clear knowledge and understanding of how to operate 3 phase generator sets;
3. Knowledge of the OHS Act and regulations.

Skills and Abilities

1. Demonstrated effective verbal, listening and written communication skills;
2. Must demonstrate the ability to carry out general servicing of power generation sets;
3. Demonstrate the ability to work under pressure and time constraints.
4. Attention to detail and high level of accuracy;

Personal Character and Eligibility

Applicants for employment in the Ministry of Infrastructure and Meteorological Services must be Fijian citizens, under the age of 55 years, in sound health, with clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applicants are encouraged from all eligible, qualified applications. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability.