

FIJI NATIONAL UNIVERSITY
DIVISION OF HUMAN RESOURCES



VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnership, enhances excellence, and provides education and skills that promote sustainability through research with real world impact and contributes to self-development.

1. POSITION DETAILS

Position : Plumber

Incumbent :

Division : Estates and Facilities

Department : Maintenance & Building Services

Location : Tamavua Nursing Campus

Reports to : Director Estates and Facilities through Deputy Director Capital Projects and Infrastructure

2. PURPOSE

- Installation, repairing and maintaining pipes, gutters, roofs and fixtures also other means used for water distribution and wastewater disposal.
- Plumbers are to ensure all the works carried out are in accordance with the relevant codes and authorities.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Manager Maintenance and Building Services**

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
N/A	N/A

4. KEY ACCOUNTABILITIES

- Assemble pipe sections, tubing and fittings using coupling clamps, screws, bolts, cement, plastic solvent, soldering, brazing, and welding equipment.
- Be able to read blueprints and building codes and specification to determine work details and procedures.
- Keep records of works carried out and forward detailed reports to the line supervisor.
- Study building plans and inspect structure to assess materials and equipment needs, establish sequence pipe installations and plan installation around obstruction such as electrical wirings.
- Cut out openings in structures to accommodate pipe and pipe fittings using both hand and power tools.
- Repair and maintain plumbing works also replacing defective washer, replacing or mending broken pipes and opening clogged drains.
- Installation of pipe assemblies, fittings, valves appliance such as water heaters and fixtures
- Installation, repairing and maintaining gutters, roofs and fixtures, also other means used for water distribution and wastewater disposal.
- To be in line with the University and Ministry of Works and Energy standards
- General Responsibility to undertake all other duties as directed by the supervising officer, Manager or Director.

5. KEY CHALLENGES

- Working flexible hours/managing multiple jobs within a small timeframe.

6. AUTHORITY LEVEL

- Operating Expenditure :
- Capital Expenditure :
- Others :

7. QUALIFICATION AND EXPERIENCE

Essential:

- Should have a tertiary qualification in Trade Certificate in Plumber General or equivalent with 3-5 years of relevant work experience.
- OR Class 1 in Plumbing with minimum 2 years of relevant work experience
- OR Class 2 in Plumbing with minimum 3 years of relevant work experience
- OR Class 3 in Plumbing with minimum more than 5 years of relevant work experience.
- Recognized trade license from relevant authorities such water works licence.

Desirable

- Work experience in a tertiary institution/hotel industry.

8. KNOWLEDGE & SKILLS

- Be knowledgeable of the relevant safety standards.
- Ability to use standards tools and equipment.
- Valid Driver's licence.

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Director, Manager, Support Staff, Head of Department, Head of School, Dean(s), Vice Chancellor, Staff, and students	Daily

10. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.