

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	: Service Technician
Incumbent	: New
Division	: Estates & Facilities
Department	: Maintenance
Location	: Pasifika Campus
Reports to	: Deputy Director Maintenance & Facilities through Maintenance Coordinator

2. PURPOSE

The incumbent shall be responsible for the monitoring and the facilitation of all engineering and building services works, but not limited to: Air Conditioning & Refrigeration, Fire Protection & Detection systems, Stand by Generators and CCTV Cameras. The person is also required to monitor the contractors for all service level agreements and conduct regular audits on various campuses as required.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: Maintenance Coordinator

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

The incumbent is required to facilitate and monitor the service level agreement with approved contractors relevant to all engineering and building services work, such as the Air Conditioning & Refrigeration: Supply and Installations works, Maintenance and Services, and carry out regular audits as required for all types of Air Conditioning Systems. Fire Mitigation and compliance, this includes the fire protection system and fire detection system. Maintenance and servicing of all Standby Generators and the operations and installation of CCTV Cameras.
The incumbent is also responsible for carrying out regular audits of all Air-condition systems on fortnightly/monthly basis and provide a status report including any improvements work required to the Manager Maintenance & Building Services.
The person should be responsible for monitoring the fire protection and detection system for all buildings to ensure that all property and buildings adhere to the NFA standards and coordinate monthly testing of Fire protection and detection systems and ensure the optimal operation of the fire protection system and Fire alarm system are synchronized with the NFA. The candidate is also required to carry out regular audits on the fire protection systems such as the Fire extinguishers, Fire hose reels, fire sprinklers, Heat/Smoke detectors, fire blankets and fire hydrants.
The persons shall be responsible for the Service level agreement for the Standby Generator testing, servicing and maintenance and re-fuelling. This also includes full load testing of all Generators on fortnightly/Monthly basis and conduct monthly inspections to facilitate the cleaning of the generator sheds, enclosures and the surrounding areas and ensure proper record keeping of all maintenance logs, operating hours, and fuel consumptions of all Generators.
Create and maintain a database of building compliance records including certification from the National Fire Authority (NFA), Occupational Health & Safety (OH&S), Records of all AC installation and service details, Standby Generator record on the service and maintenance records, and all installation works relevant to CCTV Cameras, and other approvals towards the occupation and operation of the University's facilities.
Ensure that works at all work sites is undertaken as per safety standards and University OH&S policy and compliance to safe working practice.
Ensure any risk to the organization are identified and reported and appropriate remedial action is taken where necessary as well as ensure that safety inspections are carried out. The person should work with the approved contractor on monthly testing of the fire alarm systems and Fire drills when required.
The person is also responsible for ensuring the optimal operations of the CCTV Camera, and attending to work request when required such as service, maintenance and installation works.
Responds to a variety of maintenance calls / work orders and performs maintenance and repairs in a timely manner ensuring the services to clients.
Attends emergency service calls as directed during the day and after hours. Responds to customer service calls (emergency or on-site), checks indicated points of trouble, analyzes full requirements of system involved and checks and tests systems components and liaise with the SLA approved contractors.
Any other duties as assigned by the Manager Maintenance & Building Services or Director Estates & Facilities.

5. KEY CHALLENGES

- Working off hours/ extra hours or weekends in times of emergency.

6. AUTHORITY LEVEL

- Operating Expenditure :
- Capital Expenditure :
- Others :

7. QUALIFICATION AND EXPERIENCE

Essential

- Diploma in Electrical/Mechanical Engineering with at least 2 years of work experience in the relevant field; **or** Trade Certificate/ Certificate IV in Air Conditioning & Refrigeration or Electrical Engineering with at least 5 years of relevant work experience ; **or** Completion of an approved apprenticeship program in the relevant field with at least 4 years of relevant work experience; **or** Trade Test Certificate level 1 with 4 years relevant work experience ; **or** Trade Test Certificate level 2 with 5 years relevant work experience; **or** Trade Test Certificate level 3, with 6 years relevant work experience

Desirable

- Higher qualification.
- Working knowledge of CCTV, generators and fire mitigation and compliance.
- Experience/Training in OHS and/or Project Management.
- Valid driver's licence.

8. KNOWLEDGE & SKILLS

- Analyze and assess risks and take or recommend appropriate action to mitigate such risks.
- Team player and strong attention to detail.
- Self - motivated & result oriented.
- Willingness to follow safety guidelines at all times.
- Prepare clear and concise reports in a timely manner.
- Maintain a high standard of communication and problem-solving skills.
- Committed and willingness to work after hours and during weekends

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Division of E&F staff	Daily basis
Other Divisional and College staff	Need basis

EXTERNAL	Frequency
SLA approved contractors	Need basis

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.