



Post of Technical Assistant (Mechanical) – (Shift)

Duties:

1. To strip, overhaul and reassemble the mechanical assembly of the diesel engine of generating sets including grinding of valves, fitting piston and rings.
2. To strip, overhaul and reassemble the mechanical assembly of submersible and surface pump units and motoring devices.
3. To strip, overhaul and reassemble wastewater equipment
4. To use all appliances and equipment used in workshops.
5. To detect faults and carry out all the repairs to generating set, pump set, chlorinator and other equipment.
6. To detect chlorine hazards and protect himself and others working with him against such hazards.
7. To read and write English and to be conversant with measurements required in the trade and in the use of all precision equipment.
8. To know the English and French names of all parts for generating sets, pump sets, chlorination and other equipment.
9. To read and draw sketches and wiring diagrams.
10. To deal with the various working clearances and components.
11. To tune engine efficiently
12. To deal with carburetion and the working and running adjustments of all types of carburetors.
13. To deal with all internal combustion engines, diesel fuel pumps and nozzles.
14. To read and understand instruction manuals and diagrams and sketches.
15. To prepare lists of parts required for specific jobs.
16. To operate Supervisory Control and Data Acquisition (SCADA) systems.
17. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Technical Assistant (Mechanical) in the roles ascribed to him.

Note

Technical Assistants (Mechanical) will be required to work on a shift system on a 24-hour basis including night duty, Sundays and Public Holidays.



Post of Technical Assistant (Electronic/ Instrumentation) – (Shift)

Duties:

1. To carry out fault finding and troubleshooting exercises on electronic cards.
2. To test electronic components such as IC transistor, etc.
3. To deal with industrial electro technical systems via 3-phase motors controls, generating sets, programmable logical control, Supervisory Control and Data Acquisition (SCADA) systems, etc.
4. To prepare estimates of material required for specific jobs.
5. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Technical Assistant (Electronic/ Instrumentation) in the roles ascribed to him.

Note

Technical Assistants (Electronic/ Instrumentation) – (Shift) will be required to work on a shift system on a 24-hour basis including night duty, Sundays and Public Holidays.



Post of Technical Assistant (Electrical) – (Shift)

Duties:

1. To perform electrical tasks including internal wiring/electric lighting and cable works.
2. To deal with AC and DC work, batteries, low tension circuits and effect necessary repairs, as required.
3. To renew fuses and performing soldering works.
4. To dealt with the appropriate types and sizes of cable, conductors, fuses and meters used on various types of electric equipment and for any given load;
5. To install, repair, locate and remove faults on electric motors and starters, alternators, variable speed drives, rectifiers, battery charging equipment, switch gears, circuit breakers, automatic control panels, power supply units, printed circuit boards, instrumentation Programmable Logic Controller (PLC) and Supervisory Control and Data Acquisition (SCADA) systems;
6. To use the testing equipment required in connection with his trade, such as energy analysers, multimeters, etc.;
7. To locate and repair simple faults in electronic equipment;
8. To read and understand the wiring diagrams and plans of electrical equipment and motors.
9. To renew any type of electrical motor or generator and repair any type of electrical equipment;
10. To prepare estimates of quantities of materials required for specific works.
11. To ensure that all safety measures against electrical risks are taken in the performance of his duties.
12. To supervise and guide subordinate staff and ensure that all safety measures are complied with.
13. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Technical Assistant (Electrical) in the roles ascribed to him.

Note

Technical Assistants (Electrical) will be required to work on a shift system on a 24-hour basis including night duty, Sundays and Public Holidays.



Post of Technical Officer (Civil)

Duties:

1. To assist Engineers and other officers in the supervision of civil engineering works including the setting out of the works.
2. To supervise construction works including test works and ensure compliance with drawings and specifications.
3. To carry out surveys and levelling in connection with civil engineering works including the survey of existing structures.
4. To supervise the preparation of drawings and plans related to survey works.
5. To assist Engineers in the measurement of quantities, preparation of bills of quantities and measurement of works on site.
6. To assist in the enforcement of the Wastewater Act and regulations environmental laws and any other relevant legislation.
7. To assist in the investigation and execution of surveys pertaining to water pollution.
8. To guide and supervise subordinate staff and co-ordinate their activities.
9. To assist in the enforcement of health and safety standards.
10. To use ICT in the performance of his duties.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Technical Officer (Civil) in the roles ascribed to him.



POST OF CLERICAL OFFICER

Duties:

1. To perform duties of a clerical nature such as: -
 - (a) the preparation, scrutiny and processing of documents, records, etc.;
 - (b) arithmetical work;
 - (c) registry work; and
 - (d) finance, human resource, procurement and supply work under supervision.
2. To perform word processing duties and basic computer/data processing work.
3. To operate modern office equipment and E-mail services.
4. To guide and inform members of the public in respect of services offered by the Authority.
5. To carry out research work in connection with official documents as requested by Supervisors.
6. To keep records regarding documents, books, magazines, etc. of the Authority and to assist users by providing relevant information whenever required.
7. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Clerical Officers on the roles ascribed to them.



POST OF GENERAL WORKER (ROSTER DAY & NIGHT)

Duties:

1. To carry out general excavation works in relation to house sewer connection, repairs of sewer and other civil works.
2. To effect cleaning works to office buildings, site premises, vehicles and plants.
3. To assist the maintenance team for the maintenance work at treatment Plants and Pumping Stations.
4. To inspect and ensure that treated wastewater is safely disposed into the environment.
5. To dispose of the sludge in the drying beds and take care of its drying process prior to its disposal.
6. To remove, transport or stack materials including screening waste, grit, sludge and chemicals.
7. To assist sewer inspection teams for lifting and greasing of manholes.
8. To answer telephone calls and carry out messengerial duties as when required.
9. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the General Worker (Roster Day & Night) in the roles ascribed to him.

Note

General Workers (Roster Day & Night) are required to work on a roster basis including Saturdays, Sundays and Public Holidays and officially declared cyclone days.