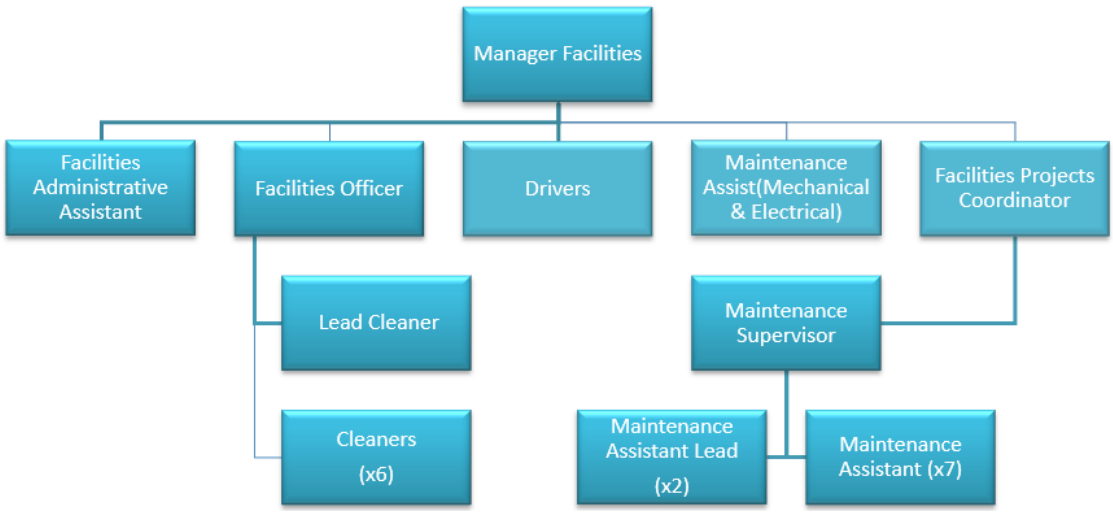
JOB DESCRIPTION

Job Title:	Maintenance Assistant (Plumbing)
Division/Programme and Section/Project (if any):	Facilities, Operations and Integration Collective
Location:	Suva, Fiji
Reporting to:	Maintenance Supervisor
Number of Direct Reports:	Nil
Purpose of Role:	The Maintenance Assistant (Plumbing) supports the Maintenance Supervisor in delivering safe, compliant, and high-quality maintenance services across SPC facilities. The role provides specialised plumbing expertise, including repairs, installations, troubleshooting, and preventative maintenance. The Maintenance Assistant (Plumbing) will also contribute to general building maintenance, minor carpentry works, and refurbishment tasks to ensure SPC properties remain functional, safe, and well-maintained.
Date:	October 2026

Organisational Context and Organisation Chart



Key Result Areas (KRAs):

The position of **Maintenance Assistant (Plumbing)** encompasses the following major functions or Key Result Areas:

1. Facility Maintenance:45%
2. Office Space Refurbishment and Special Projects:40%
3. Increased activity to support Programmes/ Divisions:10%
4. Assist during official functions and meetings:5%

The performance requirements of the Key Result Areas are broadly described below

Jobholder is accountable for	*Jobholder is successful when*
KRA#1 Facility Maintenance: 45% • Carry out plumbing repairs, installations, and preventative maintenance in accordance with building codes and OHS requirements. • Respond to plumbing-related faults (leaks, blockages, fixtures, drainage issues) in a timely manner. • Maintain plumbing tools, equipment, and materials. • Assist the Team to carry out routine and general maintenance of the SPC properties in accordance with the Maintenance work plan. • Assist in upkeep of the tools and machinery used by the Maintenance team. • Assist in the upkeep and maintaining the campus environment incl. cleaning of buildings, footpaths and drains, lawns, and gardens. • Assist in cleaning offices and amenities as required. • Assist in the reporting of OHS/ security related issues.	• Maintenance works are carried out on time and according to expected quality standards. • Effective support is provided in the upkeep of maintenance tools and machinery. • Maintenance works are completed and in compliance with safety standards. • Works are carried out without endangering the workers and occupants neighbouring the site with minimal disruption to staff. • All OHS or security issues are identified and acted upon immediately.
KRA#2 Office Space Refurbishment and Special Projects: 40% • Assist the Team to carry out office space refurbishment and special maintenance projects to ensure timely completion of projects. • Assist in moving, carrying out fitting and removal of furniture or any additional requests as required. • Assist in the arrangement of storage for items etc. as required.	• Transport of furniture carried out with care and precautions compliant with safety standards. • On time deliveries with application of good handling practices. • Special projects are completed in a timely and cost-effective manner in line with the work plan. • The work is carried to the expected safety and quality workmanship standards. • The work is carried out without endangering the works and occupants.
KRA#3 Increased Activity to Support Programmes/ Divisions: 10% • Support of maintenance necessary work within Programme/ Divisions and in cases of additional activities.	• All maintenance works are carried out even in case of additional activities.

KRA#4 Assist During Official Functions and Meetings: 5% • Assist in set up, preparation, set down and any other Maintenance required tasks during functions and meetings, including logistics. • Assist in staff requests to Maintenance. • Assist in other duties as and when required.	• Facilities service delivery for functions and meetings are implemented successfully and in a timely manner. • Staff requests are delivered in an efficient manner. • Other duties are performed successfully.

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

- Support provided to ensure timely completion of projects according to the approved timelines due to staff performing multiple tasks
- Execution of work in compliance with safety standards, quality standards and deadlines.
- Depending on the hazards encountered on construction sites, take the necessary actions to complete timely interventions to minimize the risk factors.
- Managing multiple vendors on site

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External Key external contacts are: • Licensed plumbers and plumbing suppliers • Water authority representatives (if applicable) • Suppliers • External Contractors	• Receiving goods and signing delivery dockets/service reports • Request quotes • Liaising with contractor's on-site support while works are undertaken • Technology watch
Internal Key internal contacts are: • Maintenance Supervisor • The Facilities Maintenance and Cleaning teams • All SPC Staff	• Informing the maintenance supervisor or approved delegate of any problem or urgent anomaly, risks, additional or complementary work and propose solutions • Communicate with staff members about planned interventions

Level of Delegation:

Routine Expenditure Budget: *Nil*

Budget Sign off Authority without requiring approval from direct supervisor: *Nil*

Personal Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications, or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
• Relevant TVET qualification in Plumbing and Sheetmetal trade.	• Valid and recognised plumbers licenses. • OHS/First Aid Certification. • Valid Driver's License (Group 2 minimum plus desirable 4, and 6).

Knowledge/Experience

Essential:	Desirable:
• 4–5 years practical plumbing experience in building maintenance or construction. • Strong knowledge of plumbing systems, fixtures, drainage, pipework, and water supply troubleshooting. • Ability to interpret plumbing schematics and building plans. • Experience in minor carpentry works is an advantage. • Basic knowledge of construction plans and architectural drawings. • Control of the use and all techniques used for maintenance of the various structures. • Good knowledge of the different building bodies. • Good organizational skills.	• Time management skills. • Inventory management. • Working knowledge of MS office suite.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	• Ability to diagnose plumbing faults quickly and safely. • Building maintenance work
Working knowledge	• Competence in safe use of plumbing tools and equipment. • Different Building Trades and use of tools and machinery • English (verbal and written)
Awareness	• SPC Regulations and Policies • SPC OHS Policy • Facilities Policy • Understanding of Fiji building codes and plumbing standards

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Managing urgent plumbing faults that may disrupt operations.
- Ensuring plumbing works are completed safely, especially when working in confined spaces or near utilities.
- Coordinating plumbing tasks with contractors and other trades.
- Change and Innovation
- Health & Safety
- Interpersonal Skills
- Teamwork
- Taking Responsibility
- Attendance and punctuality
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

Personal Attributes

- High level of professional integrity and ethics
- Demonstrated high level commitment to customer service
- Punctuality
- Honesty
- Sense of teamwork and organizational purpose

Change to Job Description:

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.