



JOB TITLE: Field Assistant

DEPARTMENT: Operations

REPORTS TO: Constructions Works Officer

Liaison with;

Internal: Field crews, operations team leaders, operations coordinators, stores and safety coordinator.

External: Customers

Responsible for;

Completion field activities on time and in full within construction and safety standards.

PURPOSE AND SCOPE OF ROLE

To optimize execution of field work and activities to ensure successful achievement of daily, weekly and monthly objectives and targets of the Construction Team.

KEY DUTIES PERFORMED/ RESPONSIBILITIES

Leadership Competencies

- Demonstrate high discipline and professional standards at the workplace.
- Support On-going on-the-job training of new field team members to ensure new members perform to the full expectations of their role profiles.
- Support to maintain a culture of high performance and teamwork within the field crews
- Develop a clear understanding of individual roles and objectives, how the individual roles and objectives are inter-related and inter-dependent and more importantly the importance of delivering team results.

Management

- Support to ensure that the field crew is running at optimum efficiency and effectiveness through regular reviews and improvement of field crew's field execution, work plans and results.
- Support to ensure the field crew set up in the mornings is effective and efficient and that the crew departs the office compound for field duties by 8.15am on a daily basis.
- Support to ensure the vehicle checks process is implemented in full and on time on a daily basis before the field crew departs for field duties.
- Support to ensure that tools check process is implemented in full and on time on a daily basis before the field crew departs for field duties on a daily basis.
- Support to ensure on time and in full delivery of daily, weekly and monthly targets to standard operating procedure specifications, design standards and safety guidelines.
- Support to ensure correct and accurate reporting of field activities and results

Technical and Operational

- Support the implementation of the daily work plans on-time-in-full within construction standards and SOPs
- Support the implementation of the daily safety checks and implement mitigating actions before each field activity.
- Support the implementation of the daily tools, vehicle and PPE checks.
- Support the implementation of the daily documentation of field activities and reports.

Relationship And Networking

- Network and liaise with other field crews to improve field crew performance on a daily basis.
- Support the implementation of the daily safety checks and implement mitigating actions before each field activity.
- Support the implementation of the daily tools, vehicle and PPE checks.
- Support the implementation of the daily documentation of field activities and reports.

Relationship And Networking

- Network and liaise with other field crews to improve field crew performance on a daily basis.
- Liaise with stores to ensure all materials required for the daily field activities are ready on time.
- Liaise with customers in the field to better understand customer requirements
- Proactively support teamwork within the field crew and across the construction department.

SELECTION CRITERIAS

- Ability to read and understand maps and instructions
- Ability to learn and understand plumbing, metal works and fabrications.
- Ability to learn reporting writing and completion of field report templates.
- Ability to work on own without constant supervision
- Ability to understand and comply to safety policies and procedures

QUALIFICATION

Form 6 Certificate

EXPERIENCE

Minimum of 1 year experience

SKILLS

Technical Skills

- Plumbing
- Pipe laying
- Pipe repairs and maintenance
- Field work reporting
- Job Safety Assessment and Take 5.
- Traffic management.
- Problem analysis and solving
- PE Welding

KNOWLEDGE

- Working knowledge of SW Construction Standards.
- Working knowledge of SW's Water Supply Network Operations, Operating Standards and Maintenance processes
- Working knowledge of SW's Wastewater Operations, Operating Standards and Maintenance process
- Non-Revenue Water Reductions processes and manuals.
- Solomon Water's OHS & Water Quality Standards