



PO Box 965, Rarotonga Cook Islands Phone (682) 24 479, Web: www.totatouvai.co.ck

POSITION SUMMARY

Job Title:	Water Treatment Technician
Division:	Water Treatment
Responsible To:	Water Treatment Manager
Responsible For:	Nil
Job Purpose:	In this role you will be a vital part of providing assistance towards the safe and efficient operation of the water treatment plants including supporting associated water infrastructure.
Job Classification:	Technical
Date updated:	February 2026

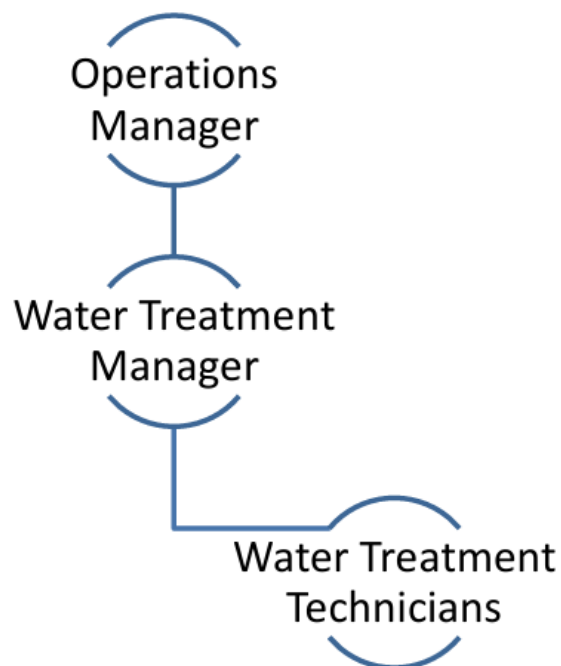
AGENCY VISION

Our Vision: A community-trusted supplier of water services.

Our Mission: A reliable water supply that is safe to drink – improving the wellbeing of our Cook Islands people.

Our Values: Customer First, Accountability, Teamwork, Clear communications, Honesty.

ORGANISATIONAL STAFFING STRUCTURE



RESPONSIBILITIES

Operations

- Assist the Manager with the Water Sampling programs, maintenance schedules, cleaning of intakes, and other scheduled works.
- Daily reporting on condition of plant as required.
- Operate plants in accordance with accepted TTV practices and procedures (Operations Manual and Procedures).
- Measure stocks of consumables and advise when replenishment is required.
- Operate, calibrate, and maintain instruments.
- Notify plant and equipment failures and identify causes with proposed solutions.
- Maintain treatment plants according to work program to ensure efficient operations and take corrective actions when necessary to minimize downtime.
- Interpret trends and make process adjustments as required.
- Respond to after-hours calls and take corrective actions.

Water Quality and Compliance

- Run Water Treatment Plants (WTP) at optimum level to achieve best possible water quality and quantity.
- Maintain compliance with resource consents for discharge, sludge management, decanting and backwash.
- Meet operational performance measures.

Occupational Health & Safety Practices

- Take all practicable steps to ensure your safety and that you do not cause harm to any other person.
- Report accidents, injuries, near misses, and other incidents.
- Always wear appropriate personal protective equipment (PPE).
- Handle and dose water treatment chemicals according to safety standards.

Record Keeping

- Maintain neat and accurate records of data collected from treatment plants daily.
- Complete dashboard metrics (whiteboard) accurately Monday to Friday.

Training & Development

- Undertake apprenticeship (National Certificate Level 4 in Drinking Water Treatment).
- Participate fully in workshops, work placements and skills development.

KEY OUTCOMES

- Water treatment plants operate efficiently with minimal downtime.
- Maintain compliance with all drinking water regulations and standards.
- Deliver clean, safe water that meets prescribed standards.
- Maintain accurate records and submit reports on time.
- Implement OHS practices minimizing workplace incidents.

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
<ul style="list-style-type: none">• NCEA L2 or L3 in science (physics, chemistry) and maths.	<ul style="list-style-type: none">• NCEA L3 in science (physics, chemistry) and maths.

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
0 - 2 year's experience on operating a treatment plant, in the electrical, building, plumbing, infrastructure industries.	2 years' or more experience in Water Treatment operations.

JOB COMPETENCIES

Customer Satisfaction	Ability to maintain the customer (both internal and external) as the prime focus of all activities.
Values	Demonstrates and is an example of the values To Tatou Vai aspires to uphold which are; Customer First, Accountability, Team Work, Clear Communication, Honesty.
Great attitude	Demonstrates a great attitude, enthusiasm and a willingness to learn and develop extra skills and to help others.
Attention to Detail	Ensures information is complete and accurate
Dependability	Is reliable and is able to meet deadlines in an efficient and effective manner.
Organization	Ability to plan, organize and prioritize to achieve work goals.
Initiative	Ability to use resources and opportunities effectively, set personal work programs.
Teamwork	Ability to work as part of a team co-operatively and productively..
Communication	Ability to communicate effectively at all levels, both in writing and orally.
Integrity	Demonstrates integrity, honesty and has the ability to earn trust and respect of others.

CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the work environment - including technological or statutory changes.

Approved:

CE/Manager

Date

Employee

Date