

Land Transport Authority

Job Description

Date:	1st January 2019	Position Title	Principal Road Operations Officer
Division:	SAVAII DIVISION	Classification Level	\$48,728.00per annum
Directly Supervises			
Reports to:	The Manager Savaii Division, for effective and efficient management of the Road Operation Section in Savaii.		

Primary Objective

To ensure that the Development and Implementation of strategies for construction and routine maintenance works at high level of performance, commitment and promptness as required by the Manager Savaii Division.

Responsibilities

1	Prepares, implements and supervises construction, periodic and routine maintenance works in accordance with LTA Approved contract management procedures
2	Manage the Road Operation section in Savaii ensuring that all agreed plans and programmes are implemented together with detailed reports to the Manager Savaii on daily and weekly basis.
3	Assist Manager Savaii in preparing small works tender documentation including organizing basic designs for such works and submit reports to Manager Savaii
4	Inspects assets, identifies and diagnoses failures and programming of maintenance activities for contractors.
5	Inspects work in progress and on completion to ensure quality and other performance indicators are achieved
6	Assess Contractors work claims and variations and submit report and advice to the Manager Savaii
7	Reports on Contractor performance for future qualification and Registration
8	Be able to lead by example and carries out supervisory responsibilities in accordance with the Organizations policies and applicable laws, and must be able to relocate and reside in Savaii
9	Be able to provide a high standard of leadership and teamwork to ensure staffs work effectively and efficiently to achieve high performance standards against set targets
10	Implement a proper system for dealing with Public Enquiries with regards to infrastructure defects or requests.
11	Coordinate technical advice for the Manager, and be able to attend promptly at times of Emergencies, and be able to act in place of Manager at times of absence or special leave

Selection Criteria		Essential - Desirable	Weighting
Qualification	Tertiary qualification in an engineering discipline such as NZCE, NZ Diploma of Highway Technology Australian Diploma (AOF) Engineering or Equivalent	Essential	
Work Experience	Minimum 3-5 years of relevant work experience, particularly infrastructural works	Essential	
Knowledge and Skills	Experience in simple engineering design of minor road infrastructure developments	Essential	
	Experience in contract tender process, bidding and contract management	Essential	
	Strong written and verbal communication in both English and Samoan language	Essential	
	Sound knowledge of Engineering standards and contract management standards	Essential	
	Has sound knowledge of the following legislations: LTA Act 2007 LTA Regulations Public Finance Management Act 2001 Public Bodies Performance and Accountability Act 2001 Ministry of Works Act 2002 Labour and Employment Act 1972	Essential	
	Demonstrated ability to work under minimum supervision	Essential	
	Holder of a Valid Driver's License with a clean Police Report	Desirable	
	Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering database	Essential	

Competencies	
1	Lead by responsible example
2	Team Building
3	Responsible for assisting with interviewing and hiring
4	Training and coaching
5	Planning, assigning, directing and supervising work
6	Appraising performance; rewarding and disciplining
7	Addressing complaints and resolving problems.

Prepared by:	Human Resource
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