

Land Transport Authority

Job Description

Date:	30th December 2019	Position Title	Field Assistant
Division:	ROAD OPERATION	Classification Level	\$9,361.96pa
Directly Supervises			
Reports to:	Manager Road Operation/Civil Surveyor		

Primary Objective

	Assist the Senior Surveyor in setting out of survey instrument and tripod and perform the following duties.
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Responsibilities

1	Load and unload survey equipment on to survey vehicle before and after field works.
2	Rover with range poles and staves during topographical or cadastral surveys as well as leveling.
3	Use machete to clear trees and vegetation obstructing on line of sights.
4	Use spade and crow bar to dig for underground survey marks.
5	Place boundary stones and survey marks in stable grounds and surfaces.
6	Assist in locating boundary stones and survey marks.
7	Assist in making of boundary stones and survey marks.
8	Any other duties as directed by Chief/Principal Land Surveyor from time to time.

Selection Criteria

		Essential - Desirable	Weighting
Qualification	Completion of Samoa School Leave Certificate with good passes in Mathematics.	Essential	
Work Experience	Minimum of 2 years relevant working experience.	Essential	
Knowledge and Skills	Knowledge of LTA roles and functions and customer protocols.	Desirable	
	Demonstrated ability to clearly communicate both orally and in writing in Samoan and English	Essential	
	Demonstrate ability to maintain survey instruments at all time.	Essential	
	Must be Computer literate in Word, Excel, Power point and email.	Essential	
	Ability to work as a Team player	Essential	

Competencies

1	Honesty
2	Team building
3	Flexible and Common Sense
4	Relationship establishment with customers & clients
5	Integrity
6	Punctuality
7	Responsible, Listen and Respond

Prepared by:	Human Resource
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