

Land Transport Authority

Job Description

Date:	1st January 2020	Position Title	Bridge and Coastal River Protection Engineer
Division:	PROCUREMENT & PROGRAMMING	Classification Level	\$24,517.30 per annum
Directly Supervises	Bridge and Coastal River Protection Engineering Officer		
Reports to:	Civil Engineer Infrastructure & Climate Resilient Design, through the Principal Bridge and Coastal River Protection Engineer		

Primary Objective

	To ensure that existing bridge structures and coastal protection assets function properly relative to expected capacities and designed life spans. Instigate measures through efficient planning and execution to ensure that these assets are maintained, repaired, rehabilitated or replaced if needed.
--	---

Responsibilities

1	Liaise with surveyors to plan and conduct field surveys to locate and analyze details projects sites.
2	Report maintenance problems occurring at project site to Senior Engineers and Constructions Supervisors.
3	Compile and prepare quotations, tender and contract documentations for any engineering project as directed by the Divisional Manager.
4	Compile AUS & NZ Guidelines, Standards and Specifications for contract works and use these documents to prepare for Guidelines, Specifications and Standards to suit Samoa conditions and environment for the procurement works.
5	Assist the Senior Engineer Officer in compiling and preparing requests for proposals (RFP) including Terms of References (TOR) for Consultancy Services .
6	Carry out field work wherever and whenever is needed.
7	Carry out Engineering Contract Administration Works.
8	Assist Senior and Principal Engineer in maintaining all contract records as well as standard designs and drawings by establishing efficient filing system.
9	Assist in preparing reports, cost estimates and document project activities and data.
10	All other duties directed by the Manager Programming and Procurement.

Selection Criteria

Selection Criteria		Essential - Desirable	Weighting
Qualification	Tertiary qualification of Certificate in Civil Engineering or relevant discipline from a recognized institution.	Essential	
Work Experience	Minimum 2 years of relevant work experience, particularly infrastructural works an advantage.	Essential	
Knowledge and Skills	Strong written and verbal communication in both English and Samoan language	Essential	
	Sound knowledge of Engineering standards and contract management standards	Essential	
	Ability to plan, monitor and manage projects efficiently.	Essential	
	Ability to provide technical advice regarding design, construction, or program modifications to road engineering and managerial personnel.	Essential	
	Has sound knowledge of the following legislations; LTA Act 2007, LTA Regulations, Public Finance Management Act 2001,	Essential	

	Public Bodies Performance and Accountability Act 2001, Ministry of Works Act 2002, Labour and Employment Act 2013.		
	Demonstrated ability to work under minimum supervision	Essential	
	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	Training and coaching
4	Planning, assigning, directing and supervising work
5	Addressing complaints and resolving problems.

Prepared by:	Human Resource
---------------------	-----------------------