

Land Transport Authority

Job Description

Date:	1st January 2019	Position Title	Civil Engineer Maintenance
Division:	ROAD OPERATION DIVISION	Classification Level	\$70,639.62 per annum
Directly Supervises			
Reporting Structure	The Manager Road Operations Division for the effective and efficient supervision of all maintenance activities of the Road Operations Division to ensure the achievement and sustainability of the LTA's business goals and objectives.		

Primary Objective

To provide advice and assistance to the Manager Road Operation Division in the supervision of all maintenance operations performed by contractors and consultants ensuring cost effectiveness and to be delivered within prescribed timelines, and in compliance with approved specifications, road quality and safety criteria

Responsibilities

1	Oversee the operation of the Maintenance Section within the Road Operations Division.
2	Provide advice to the Manager on all maintenance activities of the LTA including the National Road Program and Emergency Response activities.
3	If and when needed, assist Manager in managing the performance of a Network Management Consultant ensuring cost effective delivery of agreed services and that all obligations to the LTA are met.
4	Provide technical advice and assistance to the Principal Engineers on monitoring and reporting on progress and performance of all awarded maintenance contracts (including supervision contracts)
5	Verify and endorse all maintenance activities for payment.
6	Assist the Manager on the establishment and implementation of procedures to achieve quality control assurances for road maintenance works.
7	Assist the Manager in monitoring, review and advice on the Division's agreed outputs and targets against contract budget, contract cash flow forecasts and variations in accordance with prevailing procedures and reporting systems.
8	Assist Manager in preparing annual budget of the Division.
9	Assist Manager in producing periodic and routine maintenance works programmed.
10	Assist the ROD to supervise the Capital Works and Minor Works Program..
11	Oversee and make certain careful utilization of sectional assets (include registry of assets and its proper safe keeping).
12	Represent Manager in internal committees and any other duties as directed.

Selection Criteria

Selection Criteria		Essential - Desirable	Weighting
Qualification	<ul style="list-style-type: none"> A degree majoring in Civil Engineering with at least 2 years of working experience at the Principal Engineer level of routine maintenance works or equivalent (Diploma/NZCE) from a recognized tertiary institution with at least 4 years of working experience at the Principal Engineer level of routine maintenance works. Or has been working in the civil engineering discipline for 	Essential	

	more than 10 years with minimum of 5 years at the Principal Engineer level of routine maintenance works		
Work Experience	Refer to above	Essential	
Knowledge and Skills	Excellent verbal/written communication skills and interpersonal skills in Samoan and English.	Essential	
	Demonstrated ability to collaborate, network, negotiate and engage effectively with divisional employees, managers and with external stakeholders in issues pertaining to road operations.	Essential	
	Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards	Essential	
	Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering database	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 2013	Desirable	

Special Requirements of Job

Require to work outside the office most of the times and weekends if/when required. Must be physically and mentally sound.

Competencies

1	Team Player & Team Building
2	Responsible, Listen and Respond
3	Planning, assigning, directing and supervising
4	Integrity/Flexible/Common Sense, Trustworthy
5	Public and Customer Relation expert
6	Physically fit

Prepared by: Human Resource