

# Land Transport Authority

## Job Description

<b>Date:</b>	13 <sup>th</sup> August 2020	<b>Position Title</b>	Civil Engineer Construction/Maintenance
<b>Division:</b>	SAVAII	<b>Salary Grade</b>	G9S1 \$68,957.76 – G9S2 \$72,152.42 pa
<b>Reports to:</b>	The Manager Savaii Operations Division for the effective and efficient supervision of all maintenance activities of the Savaii Operations Division to ensure the achievement and sustainability of the LTA's business goals and objectives.		

<b>Primary Objective</b>	
	To provide advice and assistance to the Manager Savaii Operation division in the supervision of all construction and 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.
<b>Responsibilities</b>	
1	Oversee the operation of the Maintenance/Construction Section within the Savaii 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 Construction and 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 Manger 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	Represent Manger in internal committees and any other duties as directed.

<b>Selection Criteria</b>				<b>Essential - Desirable</b>	<b>Weighting</b>
Qualification			A degree with majors in civil engineering or equivalent from a recognized tertiary institution.	Essential	
Work Experience			Must have at least 5 years of relevant experiences in Road Construction and Maintenance.	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, Labor and Employment Act 2013.	Essential	
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		<b>Competencies</b>	
		1	Honesty and trustworthy
		2	Team building
		3	Flexible while using Common Sense
		4	Relationship establishment with customers & clients
		5	Integrity
		6	Punctuality
		7	Responsible, Listen and Respond
		8	Respectful
		9	Awareness and Sensitivity
		10	Demonstrate sound work ethics

<b>Prepared by:</b>	<b>Human Resource</b>
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