

Land Transport Authority

Job Description

Date:	28 July 2021	Position Title	Transport Officer
Division:	Corporate Services	Classification Level	G4/S1 – G4/S7 (\$20,986.06-\$25,901.36)
Directly Supervises			
Reports to:	Manager Corporate Services Division through the Finance & HR Team		

Primary Objective

To ensure that all transport needs of the Authority are met and vehicle fleet are maintained in a timely manner to ensure effectively delivery of the Authority services.

Responsibilities

1	Maintain a proper inventory of all components of vehicles, making sure they are maintained and checked frequently.
2	Check vehicles for servicing requirements and/or damage and arrange repair of vehicles or vehicle parts.
3	Ensure the appropriate use, maintenance and repair of all vehicles and generators
4	Prepare reports for monitoring all vehicles in accordance with Authority Policies on Vehicle Usages.
5	Ensure that all vehicle registrations and insurance policies are renewed on time.
6	Submit regular and comprehensive monthly reports to the supervisor on vehicle movements and problems.
7	Maintain proper records (including maintenance and serviced history) of all Authority vehicles.
8	Ensure that all Authority vehicles are parked at allocated parking lot after hours (including weekends)
9	Keep documents current such as registration, insurance, vehicle logs, daily inspection reports
10	Maintain a good working relationship with vehicle services and part repairs companies and liaise appropriately with them regularly on vehicle issues to make sure that is appropriate and thoroughly done.
11	Investigate/Report any problems relating to matters such as vehicles performances, service irregularities and operation status of vehicles as well as any accidents concerning all Authority vehicles.
12	Manage spare parts inventories
13	Maintain a filing system that stores all information for each vehicle.
14	Track vehicle registrations and insurance and work with the Finance to ensure that these are always renew in a timely manner.
15	Assist with assessments of local transportation resources and infrastructure, and the contracting of transportation assets
16	Be a handy man in making sure assets pertaining to LTA are well maintained and monitored
17	Drives for Corporate Service Division in running office related errands and can drive for other Divisions upon request
18	Understand and appreciate the Authority's direction, through implementation of set work tasks towards the achievement of its corporate objectives.
19	To carry out any other legal duties as reasonably required by the Reported personnel.

Selection Criteria	Essential - Desirable	Weighting
Minimum qualification of Certificate in Trade Courses (Mechanic) with an APTC trade certificate as an exception	Essential	
Familiar with Authority's Code of Conduct.	Essential	
Minimum of 3 years relevant working experience as a driver with a clean driving record. Some work experience in Office Assistant work would be an advantage.	Essential	
Should be able to perform well and work efficiently under minimum supervision.	Essential	
Excellent interpersonal skills creating positive energy when dealing with staff and vehicle repair companies.	Essential	
Communicate clearly in written and verbal (Samoan and English).	Essential	
Must have a valid driver's license and sound knowledge of road rules and regulations.	Essential	
Has sound knowledge of the following legislations; <ul style="list-style-type: none"> • LTA Act 2007 • LTA Regulations • LTA Working & Conditions Manual 2018 • Public Finance Management Act 2001 • Public Bodies Performance and Accountability Act 2001 • Labour and Employment Act 2013 	Desirable	

Competencies	
1	Leadership
2	Strategic
3	People Management
4	Goals and Achievements
5	Planning and Implementation
6	Holding Others Accountable
7	Policy and Regulatory Metrics
8	Relationship with external constituencies
9	Financial Accountability
10	Flexible/common sense
11	Integrity& Perseverance

Prepared by:	Human Resource
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