

Land Transport Authority

Job Description

Date:	19 November 2021	Position Title	Engineering Officer-Assets
Division:	PROCUREMENT & PROGRAMMING	Classification Level	G4/S1-G4/S7 \$20,986.06-25,901.36 p.a.
Directly Supervises			
Reports to:	Report to the Principal Engineer of Planning and Assets for providing accurate and available system data which is critical to the development of the National Road Programmed		

Primary Objective

	To work in collaboration with the Principal Engineer of Planning and Assets in planning and programming the Samoa Asset Management Systems ensuring accuracy and availability at all times of the system data which is critical to the development of the National Road Programme.
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Responsibilities

1	Assist the Principal Engineer of Planning and Assets to establish, maintain and utilize the Asset Management database for the LTA National Road projects to match (10 Year, rolling 3-5 Year and Annual Plans)
2	Establish a database to record and monitor all National Road Programs and to categories into their output classes for budgeting
3	Assist Senior and Principal Engineer of Planning and Assets regarding contract managements of all LTA assets from time to time.
4	Work in association with the Senior Engineer of Planning and Assets ensuring continuous improvement of processes and systems to get the best quality information from SAMS and continuously improve the integrity of the database
5	Maintaining the GIS component of the SAMS. This includes updating LTA Road Network Database both Upolu and Savaii, the MapInfo mapping, preparing maps and other output from GIS.
6	Assist in technical queries on SAMS and producing the necessary traffic analysis reports and other outputs to support the LTA staff in their decision making.
7	Assist the Principal Engineer of Planning and Asset by undertaking field works such as works within the Road Reserve observation and inspections, checking Utilities Alignment, Road Reserve Boundary.
8	Assist the Principal Engineer of Planning and Assets in the evaluation and implementations of the LTA's Contractor Registration Scheme.
9	Assist the Senior and Principal Engineer of Planning and Assets in any other works deemed necessary.

Selection Criteria

Selection Criteria		Essential - Desirable	Weighting
Qualification	Tertiary qualification in Computer Science/Information Systems	Essential	
Work Experience	Minimum 2 years of relevant work experience, particularly in management of database assets systems/GIS systems	Essential	
Knowledge and Skills	Strong written and verbal communication in both English and Samoan language	Essential	
	Sound knowledge of Engineering standards and contact management standards	Desirable	

	Knowledge of the Samoa road construction industry	Desirable	
	Sound knowledge in Public Relations and Customer Service	Essential	
	Knowledge of relevant legislations(LTA Act & LTA Regulations)	Desirable	
	Demonstrated ability to work under minimum supervision	Essential	
	Valid Driver's License with a clean Police Report	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
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