

# Land Transport Authority

## Job Description

<b>Date:</b>	19 November 2021	<b>Position Title</b>	Senior Procurement & Design Engineer
<b>Division:</b>	PROCUREMENT & PROGRAMMING	<b>Classification Level</b>	G5/S1 – G6/S7 \$26,8817.16 - \$40,695.00 p.a.
<b>Directly Supervises</b>			
<b>Reports to:</b>	Report to the Principal Design & Procurement Engineer on all matters relating to procurements & designs and to ensure that they carried out in accordance with the required standards set up and acceptable by LTA so they meet the objectives and targets of the authority.		

### Overall Purpose of the Job

To assist the Principal Design & Procurement Engineer for implementation of strategies for Rehabilitation and Construction of civil infrastructure to implement procurement and design processes for services and works and ensure that they are carried out in accordance with required standards & regulations to achieve and sustain LTA's goals and objectives.

### Position Summary

This position is responsible for assisting the Principal Design & Procurement Engineer in implementation of strategies for the rehabilitation and construction of LTA civil infrastructure through the efficient implementation of procurement and design processes.

### Duties & Responsibilities

1	Calculate dimensions, areas & volumes, profile and component specifications, and material quantities, using calculator or computer.
2	Draft detailed dimensional drawings and design layouts for projects and to ensure conformance to specifications.
3	Analyze proposed site factors and design maps, graphs, tracings, and diagrams to illustrate findings.
4	Read and review project blueprints and structural specifications to determine dimensions of structure or system and material requirements.
5	Prepare reports, cost estimates and document project activities and data.
6	Confer with Principal Engineer to determine project details, such as plan preparation, acceptance testing, and evaluation of field conditions.
7	Inspect project site and evaluate contractor work to detect design malfunctions and ensure conformance to design specifications and applicable codes.
8	Liaise with Surveyors to plan and conduct field surveys to locate and analyze details of projects sites.
9	Develop plans and estimates cost for installation of systems, utilization of facilities, or construction of road structures.
10	Report maintenance problems occurring at project site to Principal Engineers and Construction Supervisors and negotiate changes to resolve system conflicts.
11	Conduct materials test and analysis, using tools and equipment, and applying engineering knowledge.
12	Respond to public suggestions and complaints.
13	Compile and prepare quotations, tender and contract documentations for any engineering project as directed by the Divisional Manager.
14	Compile AUS & NZ Guidelines, Standards and Specification for Contract works. Use these documents

	to prepare Guidelines, Specifications and Standards to suit Samoa conditions and environment for the procurement of works.
15	Compile and prepare Request for Proposals (RFP) including Terms of References (TOR) for Consultancy Services.
16	Assist in evaluations of bids for contract works and consultancy services as requested.
17	Provide civil engineering design inputs for any engineering projects as requested.
18	Establish and monitor a CAD System and drafting manuals based on NZ & AUS Standards to guide and standardize all design engineering works.
19	Carry out field works wherever and whenever if needed.
20	Carry out Engineering Contract Administration Works wherever and whenever if needed.
21	Assist the Principal Engineer in maintaining all contract records as well as standards designs and drawings by establishing efficient filing systems.
22	Assist the Principal Engineer in monitoring and updating of contract documents and Contract Management Manuals for both Consultancy Services and Contract Works.
23	Assist the Principal Engineer Design to ensure all contracts follow the required procurements processes.
24	Assist the Principal Engineer Design to monitor and manage the procurement process to ensure projects are implemented as efficiently as possible with minimal delays.
25	Assist the Principal Engineer Design in setting up of scope requirements and to prepare work briefs and contract documents for design and survey services.
26	Acquire knowledge of the LTA Act 2001, LTA Regulations, Public Finance Management Act 2001, Labor and Employment Act and Police Act and apply these Acts in work procedures and contracts where relevant.
27	Acquire understanding of the PUM Act in terms of environmental impacts on planned projects, processes undertaken to obtain DC Approvals and preparing PEA reviews.

Selection Criteria		Essential - Desirable	Weighting
Qualification	Tertiary qualification in an engineering discipline such as NZCE, NZ Diploma of Highway Technology, Australian Diploma (AQF) Engineering OR Equivalent. a. OR holds recognized training certificates in field of civil engineering works and demonstrate sound experiences in the civil works field.	Essential	
Work Experience	Must have at least 2 years of experiences in similar industry.	Essential	
Knowledge and Skills	Demonstrate ability to perform job efficiently and effectively	Essential	
	Demonstrate ability to perform critical analysis and initiate innovative ideas	Essential	
	Have knowledge of civil engineering contract and tendering processes.	Essential	
	Have knowledge of civil engineering standards and applications	Desirable	
	Demonstrate good team working skills and eagerness to work beyond standard expectations.	Essential	
	Valid Driver's License	Essential	

Competencies	
1	Planning and Implementation
2	Organizational Skills

3	Leadership Qualities
4	Team Building Capacity
5	Efficient and Self-motivated
6	Establishment of Relationship with contracts
7	Flexible/common sense
8	Integrity
9	Innovation

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