

## Land Transport Authority Job Description

<b>Date:</b>	February 2022	<b>Position Title</b>	Senior Engineering Officer,
<b>Division:</b>	SAVAII DIVISION	<b>Classification Level</b>	G5/S1-G6/S7 (\$26,817.16-\$40,695.00)
<b>Reports to:</b>	The Civil Engineer Savaii through the Principal Engineer Officer Savaii to ensure that road construction works are thoroughly monitored according to acceptable standards.		

### Primary Objective

	To assist the Principal Engineer Officer in implementation of strategies for all construction and maintenance contracts activities in Savaii
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### Responsibilities

1	Ensure consistency of proper records of all capital and maintenance works' contracts in Savaii
2	Assist in carrying out inspections of assets, identification and diagnosis of failures for work contracts in Savaii on a daily basis and submit report
3	Collect data and other technical requirements for the purpose of proposed work contracts in the budget tender preparations
4	Responsible in preparing Daily Site Inspection Reports and assist in the programming of Maintenance activities for Contractors
5	Ensure that safety, environmental and road regulations are met and adhered to by all Contractors
6	Assist in supervising routine maintenance & capital works and supervising major & minor works' contracts.
7	Assist in assessing all progress claims or final claims by contractors prior to certification for payment by the Manager Savaii
8	Be able to provide a high standard of leadership and teamwork to ensure that high performance standards against set targets are achieved.
9	Must provide technical advice when needed on matters pertaining to work contracts, and be able to attend promptly at time of any emergency situation as required in Savaii.
10	To undertake field material testing and collect construction materials from the field for analysis.
11	Any other legal duties required by your manager from time to time.

<b>Selection Criteria</b>		<b>Essential - Desirable</b>	<b>Weighting</b>
Qualification	NZ Cert in Engineering or related Engineering field from a recognized tertiary Institution	Essential	
Work Experience	Must have at least 3 - 5 years relevant working experience in road engineering works.	Essential	
Knowledge and Skills	Has sound knowledge in contract management	Essential	
	Excellent verbal/written communication skills and interpersonal skills in Samoan and English.	Essential	
	Experience in Government contract tendering and bidding processes.	Essential	
	Sound knowledge of acceptable engineering and contract management standards.	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	
	Demonstrated ability in report writing, critical analysis and initiate innovative ideas.	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 Labour and Employment Act 2013	Desirable	

<b>Competencies</b>	
1	Team player & Team Building
2	Responsible, Listen and Respond
3	Training and coaching
4	Planning, assigning, directing and supervising
5	Integrity/Flexible/Common Sense, Trustworthy
6	Public and Customer Relation expert

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