

Land Transport Authority

Job Description

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| Date: | February 2023 | Position Title | Survey Field Assistant |
| Division: | Quality Assurance | Classification Level | G1/S1-G2/S7 \$9,562.46-\$15,561.72 p.a. |
| Reports to: | Manager Quality Assurance through Land Surveyor | | |

Primary Objective

Assist the Senior Surveyor in setting out of survey instrument and tripod and perform the following duties.

Responsibilities

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| 1 | Assist the Assistant Survey technician in laying out survey marks for traverses |
| 2 | Carrying staff accurately during works. |
| 3 | Clearing any object(s) in the way of the survey line. |
| 4 | Know how to find survey marks and boundary marks with care |
| 5 | Keep survey instruments clean at all times and after work each day. |
| 6 | Assure the safety of the instrument as per instrument User's Guide Book. |
| 7 | Any other duties as directed. |

Selection Criteria

| | | Essential - Desirable | Weighting |
|----------------------|--|-----------------------|-----------|
| Qualification | Completion of Samoa School Leave Certificate with good passes in Mathematics. | Essential | |
| Work Experience | Minimum of 1 year relevant working experience. | Desirable | |
| Knowledge and Skills | Knowledge of LTA roles and functions and customer protocols. | Desirable | |
| | Demonstrate knowledge of the safety of the instrument as per instrument User's Guide Book. | Desirable | |
| | Must be fit and strong and able to work in the sun | Essential | |
| | Demonstrated ability to clearly communicate both orally and in writing in Samoan and English | Essential | |
| | Demonstrate ability to maintain survey instruments at all time. | Essential | |
| | Must be Computer literate in Word, Excel, Power point and email. | Desirable | |

Competencies

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| 1 | Honesty |
| 2 | Team building |
| 3 | Flexible and Common Sense |
| 4 | Relationship establishment with customers & clients |
| 5 | Integrity |
| 6 | Punctuality |
| 7 | Responsible, Listen and Respond |

Prepared by: Human Resource & Quality Assurance Division