

# Land Transport Authority

## Job Description

<b>Date:</b>	November 2023	<b>Position Title</b>	Senior Engineering Officer,
<b>Division:</b>	SAVAII DIVISION	<b>Classification Level</b>	G5/S1-G6/S7 \$28,694.36-\$43,543.64 p.a.
<b>Reports to:</b>	The Manager Savaii through the Principal Road Operation Officer Savaii to ensure that the road construction work is thoroughly monitored according to international standards.		

### Primary Objective

	To assist the Principal Road Operation Officer Savaii (PROOS) in implementation of strategies for the all Construction contracts activities in Savaii
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### Responsibilities

1	Ensure consistency of proper records of all Capital works contracts in Savaii
2	Assist the PROOS 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 Contractors
6	Assist PROOS in Supervising routine maintenance & Capital works and Supervising Contracts major & minor works.
7	Assist the PROOS 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 for the PROOS 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 duties required by your manager from time to time.

### Selection Criteria

Selection Criteria		Essential - Desirable	Weighting
Qualification	Certificate in Engineering or related Engineering field from a recognized tertiary Institution	Essential	
Work Experience	Must have at least 2 years relevant working experience in similar industry.	Essential	
Knowledge and Skills	Sound knowledge of the LTA Act 2007 and LTA Regulations.	Desirable	
	Strong written and verbal communication in both English and Samoan language.	Essential	
	Experience in contract tender process, bidding and contract management.	Essential	

	Sound knowledge of Engineering standards and contract management 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	

<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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