

Land Transport Authority

Job Description

Date:		Position Title	Assistant Surveyor
Division:	Quality Assurance	Classification Level	G2/S1-G4/S7 \$13,186.13-27,714.46
Reports to:	Manager Quality Assurance through Senior Land Surveyor		

Primary Objective

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

Responsibilities

1	Assisting Senior Surveyor in setting out of survey instrument and tripod.
2	Carrying staff accurately during works.
3	Clearing any object(s) in the way of the survey line.
4	Keep survey instruments clean at all times and after work each day.
5	Assure the safety of the instrument as per instrument User's Guide Book.
6	Any other duties as directed from time to time

Selection Criteria		Essential - Desirable	Weighting
Qualification	Completion of Foundation Certificate with good passes in Mathematics.	Essential	
Work Experience	Minimum of 3 years 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	
	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.	Essential	
	Ability to work as a Team player	Essential	

Competencies

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
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