

Land Transport Authority

Job Description

Date:	September 2024	Position Title	Certifying Officer
Division:	ROAD USE MANAGEMENT	Classification Level	G3/S1-G4/S7 \$17,838.84-\$28,287.23 p.a.)
Reporting Structure	Principal Certification Officer		
Position Statement			
To provide assistance in vehicle inspection and maintain a high standard of workplace health and safety standards.			
Responsibilities			
1	Remove and re-install the steel chain to allow vehicles in for inspection, before and after work daily.		
2	Move the head light testing board in and out of certification floor during vehicle inspection.		
3	Provide assistance to Senior Certification Officer, in checking of vehicle lights; headlight high and low beams, left and right indicators, hazards, interior lights, reverse light, parking, brakes and license plate lights. -Ensuring that there are no colored light bulbs that are prohibited, example blue parking lights or head lights.		
4	Sound and check the operation of the horn and the windscreen wipers and washer.		
5	Carry out daily clean-up and maintain the inspection floor area.		
6	Direct customers to the appropriate waiting area to up-lift inspection sheets, and maintain a high Workplace Health and Safety Standard.		
7	Maintain cleanliness of management vehicles and regular check of engine oil level, check and top-up coolant level. Check condition of tyres for safety purposes		
8	Assist the Vehicle Certification Team, to carry out all regulatory vehicle Inspections and safety checks to ensure vehicle Safety standards is strictly adhered to as approved by the Board		
9	Responsible for vehicle checks and certifications of all types of vehicles, including body work, paint, and glazing.		
10	To certify and issue Certificate of Fitness (COF) for all Public Service vehicle including Heavy Machines and Trailers.		
11	Prepare annual statistical reports of all certified safety vehicles and substandard vehicle monthly.		
Selection Criteria			Essential - Desirable
Qualification	Samoa Certificate II in Automotive Engineering or relevant from a recognized institution.	Essential	
R/Work Experience	Minimum of two years working experience in automotive engineering industry.	Desirable	
Knowledge and Skills	Knowledge of LTA Act 2007	Desirable	
	Knowledge of customer protocols	Essential	
	Demonstrated ability to clearly communicate both orally and in writing in Samoan and English	Essential	
Personal Attributes	Honesty/Integrity, Punctuality, Customer Service Oriented, reliability, commitment, personal presentation, loyalty, common sense.	Essential	

Tools Required:	Safety Gears [PPE]
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Prepared by:	RUM August 2024
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