

Land Transport Authority

Job Description

Date:	November 2024	Position Title	Manager Road Operations
Division:	Road Operations	Classification Level	ACEO Level
Directly Supervises	Road Operations Division		
Reporting Structure	The Chief Executive Officer for the effective and efficient strategic leadership and management of the Road Operations Division to ensure the achievement of the LTA's business goals and objectives.		
Primary Objective			
	To lead and manage road maintenance and construction operations performed by contractors and consultants ensuring cost effectiveness and to be delivered within prescribed timelines, and in compliance with approved standards and guidelines for road and traffic engineering.		

Responsibilities	
1	Lead and manage all construction and maintenance of the LTA road network including Emergency Response, in addition to ensuring that LTA is resourced adequately to achieve its operational and strategic goals and objectives.
2	Develop and implement an annual and long-term road improvement program to ensure all the roads are constructed and maintained to an acceptable Level of Service (LOS) to meet LTA standards, specifications and engineering best practices.
3	If and when needed, manage the performance of a Network Management Consultant ensuring cost effective delivery of agreed services and that all obligations to the LTA are met.
4	Review and report regularly on the performance of all awarded Works construction and maintenance contracts as well as supervision contracts inclusive of the Contractor Performance Assessment & Compliance Evaluation (PACE).
5	Develop and implement procedures to achieve quality control assurances for road construction, road maintenance works and the supervision of works. These shall be used by road contractors and LTA supervision staff.
6	Develop and implement a dispute resolution framework with landowners as well as with contractors to effectively manage disputes, penalties, variations and remedial actions.
7	Liaise with the Quality Assurance Manager on the laboratory testing and survey services to ensure contractors comply with prescribed construction and maintenance quality and standards.
8	Lead and facilitate the road safety and traffic engineering operations of the LTA ensuring a safe and efficient road network.
9	Propose, monitor, review and advise on the Division's agreed outputs and targets against budget, contract cash flow forecasts and variations in accordance with prevailing procedures and reporting systems.
10	Lead and coordinate the development of performance targets and indicators for the Division in consultations with other LTA Managers to ensure effective monitoring against objectives and strategies in the Corporate Plan, Strategic Annual Management Plan and Annual Budget.
11	Develop in collaboration with other Managers, and implement management strategies and practices that improve teamwork and create a motivational work environment that enhance employees' productivity and commitment.
12	Develop, customize and implement a capacity building strategy for Divisional employees
13	Represent the Chief Executive Officer in Government committees and any other duties as directed.

Selection Criteria		Essential - Desirable	Weighting
1	A Bachelor's degree with majors in civil engineering (BE Civil) or equivalent from a recognized tertiary Institution. A Diploma or Certificate in Civil Engineering may be considered with the right experience. A CPENG Registration with the Institute of Engineers Samoa (IPES) will be an advantage.	Essential	
2	At least 3 years of experience for the BE and 5 years for the Diploma or Certificate level, at a Senior Management level in a road construction related work environment.	Essential	
3	At least 5 years of relevant experience for the BE and 7 years for the Diploma or Certificate level, in a senior role in road construction and supervision.	Essential	
4	Demonstrated ability to perform critical analysis and initiate Operational policy interventions and provide strategic advice to the Chief Executive Officer.	Essential	
5	Demonstrated ability to collaborate, network, negotiate and engage effectively with Divisional employees, Managers and with external stakeholders in issues pertaining to Road Operations.	Essential	
6	Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable quality and ethical standards.	Essential	
7	Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering database.	Essential	
8	Has sound knowledge of the following legislations & Document; LTA Act 2007 LTA Regulations Public Finance Management Act 2001 Public Bodies Performance and Accountability Act 2001 GOS Procurement & Tender Guidelines LTA Specifications and tender & contract documents Labour and Employment Act 2013 Road Traffic Ordinance 1960 (Part IV) Road Traffic and Traffic Control Act 1990 Road Traffic Orders 1994 Membership of Statutory Boards and Authorities Act 2001	Desirable	

Competencies	
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 and Trustworthy
6	Public and Customer Relation expert
7	Physically fit

--	--