

# Land Transport Authority

## Job Description

<b>Date:</b>	November 2024	<b>Position Title</b>	Night Watchman
<b>Division:</b>	Corporate Services	<b>Classification Level</b>	G1/S1-G2/S7 \$10,538.79-17,150.57 p.a
<b>Reports to:</b>	Manager-Corporate Service Division		

### Position Statement

	To guard and patrol LTA properties including compound and buildings against fire, theft, vandalism and illegal entry.
--	---

### Duties & Responsibilities

	To guard and patrol LTA properties including compound and buildings against fire, theft, vandalism and illegal entry.
1	Examine doors, windows, gates and vehicles to determine that they are secure.
2	Watch for and reports irregularities such as fire hazards, air conditions and lights, and security doors left unlocked.
3	Observe and report departing and arriving personnel including visitors to guard against theft of authority property.
4	Permits authorized persons to enter premises.
5	Reports any emergency situations to proper agencies and appropriate manager
6	Ensure that all Authority vehicles are parked in their parking places after normal working hours
7	Record data of property damage including vehicles or unusual occurrences
8	Receive telephone calls after normal working hours
9	Collect rubbish in compound for disposal and maintain cleanliness where necessary
10	Other duties directed from time to time

### Selection Criteria

		Essential - Desirable	Weighting
Qualification	Minimum qualification of PSSC or Samoa School Leaving Certificate	Essential	
Work Experience	Minimum of 2 years relevant working experience	Essential	
Knowledge and Skills	General knowledge of LTA and its core functions	Desirable	
Required	Should have the ability to work together with other staff of the division as well as of the Authority	Essential	
	Demonstrated ability to have excellent communication (English & Samoan) and interpersonal skills	Essential	
Personal Attributes	Demonstrated ability to work meticulously, accurately, respectfully and honestly	Essential	

<b>Tools Required:</b>	Torch, log book; camera surveillance
<b>Prepared by:</b>	<b>Human Resource</b>