

SAMOA WATER AUTHORITY.

Position Description

Position Title:	MANAGER- URBAN OPERATIONS DIVISION
Salary Grade/Rate:	SpGr 2 \$92,769 per annum.
Status:	Contractual - 3years
Responsible to:	MANAGING DIRECTOR
Division:	Urban Operations and Maintenance

Position Overview:

Effectively manage and oversee resources and water supply schemes within the SWA coverage in the Urban areas. This includes managing infrastructure, assets and facilities, staff, budget, plant and equipment as well as customer relations.

Duties & Responsibilities:

1. Plans, organise and directs daily activities and operations of employees in water distribution, water treatment facilities in the Urban areas as assigned and ensure these activities and operations are performed in accordance with all relevant and applicable laws, standards, codes and practices.
2. Manages and supervises employees engaged in the operation, process control, maintenance installation, calibration and testing of water facilities and equipment.
3. Manages and supervises employees to ensure optimum performance of their duties and responsibilities.
4. Manages and supervises employees engaged in the construction, operation and maintenance of water distribution systems.
5. Manages and ensures the occupational health and safety of employees.
6. Manages, supervises and assists in troubleshooting of operational control schemes and equipment.
7. Prepares long range work schedules and assigns personnel daily work tasks.
8. Formulates and directs implementation policies and procedures of water distribution systems of plant operation and/or maintenance.
9. Directs development and implementation of operating procedures and improvement of the water distribution system, plant performance programs, maintenance planning, scheduling and work order control programs and procedures.
10. Evaluate and interpret results on water production. water quality and performance of water supply systems for Urban areas and determine appropriate plan of action to ensure provision of quality services to

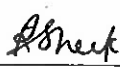


- customers plan of action to ensure provision of quality services to customers.
11. Ensure compliance with SWA legislation, policies and procedures, standards, codes and best practice
 12. Prepares reports including, but not limited to Discharge Monitoring Reports (DMR) and Operating Reports (MOR) as directed by the Managing Director and in accordance with the Corporate Plan.
 13. Prepares annual divisional budget for approval from Managing Director and ensures that the activities and expenditure of the Division remain within budgetary limits.
 14. Schedules, assigns and supervises personnel and outside contractors and instructs subordinates in proper work methods and practices.
 15. Inspects work of subordinates to ensure compliance with construction documents, standards, and specifications.
 16. Coordinates effective use of equipment and facilities. Reports and coordinates maintenance and repair needs. Coordinates preventive maintenance program. Maintains repair logs and develops reports;
 17. Operates and tests construction, operation and maintenance equipment. Reviews and makes changes to construction activities, operation and maintenance programs, process control parameters, Program Logic Controllers (PLC) and other automated controllers-
 18. Ensures effective management and control of all resources assigned to him/her for the operational and maintenance activities for the Division and maintains inventory.
 19. Submits related requisitions for personnel, equipment and materials (as per SWA policies and best practices). Keeps labour, equipment, and material records and generates required reports.
 20. Plan and monitor the Division's hired machinery/equipment as well as purchase of earth materials and monitor the impact of these goods and services on the Divisional budget and ensure value for money taking into account budgetary constraints.
 21. Maintains records of construction, operation and maintenance activities. Uses information obtained to control, plan and schedule work. Monitor accuracy of data relating to asset register, mapping and customer database and ensure all supporting documentations are completed.
 22. Advise the Managing Director on appropriate action regarding status of water production and quality and other issues arising from the urban area.
 23. Assists in developing safety programs related to hazards and work practices and conducts craft training.
 24. Certifies employee performance through the Annual Performance Appraisal and ensures that all is done in time for annual review.
 25. Interfaces with equipment manufacturers and factory representatives regarding purchase, installation, and support of water facilities and equipment
 26. Enforces and implements national and SWA safety policies, procedures, rules, and regulations.
 27. Recommends for approval by the Managing Direction the selection, promotion, evaluation, discipline, and discharge of subordinate employees as

- per SWA Employment Conditions and relevant Labour Acts and Regulations.
28. Contribute to the overall effective management of the Authority by actively participating in meetings (internal and external) and reporting vital information to the Managing Director
 29. Investigates and responds to customer complaints in accordance with the SWA Service Charter and other relevant documentation.
 30. Will be required to respond under emergency conditions at all times.
 31. Attends training and continuing education sessions.
 32. Attends work on continuous and regular basis.
 33. Provides mentoring and support for engineers working within SWA.

Position Requirements:

1. Minimum qualification of a Bachelor Degree in Civil Engineering or any other related professional Engineering discipline.
2. Must have at least 7 years of related experience.
3. Well-developed written and oral communication skills in Samoan and English.
4. Excellent Public Relations and interpersonal skills to develop effective relationships with stakeholders and working partners.
5. Strong project management skills with regards to the supervision and monitoring of contractors.
6. Demonstrated ability to Plan, Organise and Manage a Workplan for the Division within established work standards and procedures.
7. Must have excellent knowledge and skills in Financial and Human Resources management.
8. Must have the Ability and willingness to initiate and implement corporate policies and change management processes.
9. Must be able to conduct self in professional manner at all times
10. Must be available anytime to respond to emergencies when required.

All signatures to be completed prior to filing.

	Name/Signature	Date
Prepared by:	 _____ Ruby Shek MANAGER/CM	18/12/2023 -----
Reviewed by:	 _____ Papalii Liufau Ioata Tanielu LEGAL CONSULTANT	18/12/2023 -----
Approved by:	 _____ Fuimaono Dominic Schwalger MANAGING DIRECTOR	18/12/2023 -----

