

SAMOA WATER AUTHORITY

Position Description

Position Title:	Electrician
Salary Grade/Rate:	Grade 5 (\$23,413 - \$31,376) p.a.
Responsible to:	Team Leader - Operations & Maintenance
Division:	Savaii Operations Division

Position Overview:

The Electrician is responsible to the Team Leader, Operation & Maintenance for performing electrical works at pump stations, treatment plants and SWA office premises.

Duties & Responsibilities:

1. Responsible to install, inspect, repair and replace, operate and maintain electrical and generator system equipment, such as pump stations (submersible, dosing and booster), pump units (pump/motor), generator systems, electrical distributions.
2. Ensure all pump operating hours and changes made to all systems are recorded and updated through to Divisional Manager
3. Responsible to install, inspect, repair, operate and maintain all electrical systems, including wiring, control and lighting systems for all SWA Savaii Housing Facilities (Offices, bore houses, chlorination houses, residences, Operator houses) and lightings in compounds as well as for any newly constructed building.
4. Responsible for the planning and execution of all preventive maintenance program for all submersible pumps, booster pumps, motor control panel, main distribution boards and all electrical components and systems.
5. Troubleshooting and repairing of motor control panels and automation system apparatus and equipment (float controls).
6. Responsible to develop and update electrical or wiring diagrams on all improvement or arrangements made, to ensure compatibility with electrical codes and standards.
7. Responsible for the compilation and the timely submission of Progress reports and Scheduled works programs and ensure all electrical and pumping log sheets are updated and well secured inside pump houses.
8. Responsible for procurement of all electrical materials and equipment from local suppliers and assist Engineer/Manager with material procurement from overseas.
9. Communicate any emergency and unplanned works to proper authorities. Must liaise with EPC on any faults detected from their distribution.
10. Follow safe work practices at all times and ensure safe keeping of all assigned tools and equipment.
11. Perform any other duties as required by the Team Leader and Manager from time to time

Position Requirements:

1. Certificate of Due Completion – Electrical from a recognized Institute with minimal of 3 years relevant experience.
2. Must have experience in three phase electrical power supply, panel control boards and pumps (submersible/booster/dosage etc)
3. Must hold an Electrical License (Licensed Electrician)
4. Must be able to read, interpret and develop blueprints or technical/electrical drawings
5. Must have knowledge of machines, equipment and tools including their design, uses, repair and maintenance.
6. Must be available to work after normal working hours and on any emergency situation
7. Must have basic Computing skills and Excellent Report Writing skills
8. Ability to work as part of a team
9. Good Planning and Organizing skills
10. Must reside closer to Asau Office
11. Must hold a Valid Samoan driver's license (BE) and liable for renewal every year

All signatures to be completed prior to filing

	Name/Signature	Date
Prepared by:	 Faiamio Agaiava TEAM LEADER - HR	<u>12/02/2019</u>
Reviewed by:	 Namulauulu Irasa Mauala MANAGER SAVAI	<u>15/01/2019</u>
Verified by:	 Ruby Williams MANAGER CM	<u>13/02/2019</u>
Approved by:	 Seugamaalii Taito Jammie Sa'aga MANAGING DIRECTOR	<u>13/02/19</u>

