

SAMOA WATER AUTHORITY

Position Description

Position Title:	Engineer – Asset Management
Division:	Infrastructure and Engineering
Salary Grade/Rate:	Special Grade 1
Tenure:	3 Years (Contract)
Responsible to:	Manager – Infrastructure and Engineering

Position Overview:

The Engineer – Asset Management Unit (AMU) is responsible for leading and coordinating all technical and analytical activities related to SWA's asset management systems, Non-Revenue Water (NRW) data coordination, and maintenance management systems. The position ensures effective planning, management, and continuous improvement of the Authority's asset information, maintenance performance, and lifecycle management.

The Engineer also leads field-based activities including underground water surveys for new borehole assignments and conducts step testing for borehole performance assessments. The role provides leadership to the AMU team and ensures accurate reporting, compliance with asset management standards, and technical support to all SWA divisions.

Key Duties & Responsibilities:

1. Lead the preparation, review, and implementation of SWA's Asset Management Plan and associated strategies.
2. Oversee the collection, analysis, and management of asset condition and performance data for lifecycle decision-making.
3. Coordinate the update and maintenance of the Asset Register and ensure asset data integrity and compliance with standards.
4. Develop asset management procedures and documentation for use across all SWA divisions.
5. Provide technical guidance and recommendations for capital planning, maintenance prioritization, and renewal programs.
6. Lead the coordination of NRW data collection, validation, and analysis in collaboration with NRW teams and Divisions.
7. Monitor NRW trends and performance indicators and prepare reports for management decision-making.
8. Support implementation of NRW reduction strategies and data-driven initiatives to improve system efficiency.
9. Oversee and administer the MEX computerized maintenance management system, ensuring all asset and maintenance records are accurate and current.
10. Provide technical support, troubleshooting, and training to divisional staff in MEX use and maintenance reporting.
11. Review and analyze MEX data to identify system performance gaps and improvement opportunities.

12. Lead and assist in conducting underground water surveys for new borehole assignments, including coordination of field investigations and data interpretation.
13. Lead the planning, supervision, and execution of Step Tests for borehole testing and performance analysis.
14. Ensure all testing data and reports meet SWA standards and support decision-making for new water sources.
15. Coordinate with Water Resources and Planning teams to ensure consistency in data reporting and borehole monitoring results.
16. Coordinate with internal divisions for submission and validation of asset-related data, ensuring consistency across SWA.
17. Prepare regular technical and performance reports for management, highlighting asset performance, NRW, and maintenance status.
18. Organize and deliver training sessions for staff on asset management practices, MEX use, and data reporting procedures.
19. Represent the Asset Management Unit at internal and external stakeholder meetings when required.
20. Supervise and mentor the Asset Management Engineering Officer and support staff to ensure effective implementation of AMU activities.
21. Ensure timely completion of assigned work programs, reports, and compliance with organizational policies.
22. Promote a culture of continuous improvement, collaboration, and innovation within the Asset Management Unit.
23. Participate in cross-divisional projects and technical committees as required.
24. Perform other duties as directed by the Manager – Infrastructure and Engineering Division.
25. Maintain adequate backup of Asset Database (in close collaboration with CIT Division) and ensure all related GIS software and hardware are maintained and functional.
26. Oversee the operation and administration of Technical Library including storage, filing and records with move to e-library of SWA Technical documents and reports.
27. Coordinate and ensure that all information and required documentations from all divisions are completed with accuracy and in an efficient and timely manner.
28. Collate relevant information about the progress of work activities for reporting purposes and Management decision making at end of every month.
29. Contribute to the development, implementation, monitoring and review of Divisional Plan on an annual basis.
30. Contribute to the overall effective management of the Division including active participation and reporting to, Divisional (and other) meetings.
31. Represent SWA at Stakeholder meetings or National Committees when required.
32. Conduct Performance Management Appraisal for individual Unit staff when due every anniversary of appointment on a calendar year basis.

Position Requirements:

- Minimum Qualification of a Degree in Engineering Civil, Environmental, Water, Chemical, Computing Science, GIS systems or any other related discipline (essential)
- At least 5 years relevant experience in asset management, water supply systems, or engineering project coordination (essential).
- Experience in managing Computerized Maintenance Management Systems (e.g., MEX) (essential).
- Experience in Non-Revenue Water analysis, performance monitoring, or field engineering (desirable).
- Experience in underground water surveys, borehole testing, or step test analysis (desirable).
- Strong analytical, planning, and organizational skills.

- Excellent leadership and people management abilities.
- Proficient in data analysis, maintenance management systems, and GIS or mapping software.
- Strong technical report writing and presentation skills.
- Ability to coordinate multi-disciplinary teams and communicate effectively in both Samoan and English.
- Advanced computer literacy in Microsoft Office and relevant engineering software.
- Sound understanding of SWA policies, Acts, and regulations.
- Valid driver's license (desirable).

DRAFT