

## SAMOA WATER AUTHORITY

### Position Description

<b>Position Title:</b>	<b>Engineer – Operations &amp; Maintenance</b>
<b>Salary Grade/Rate:</b>	<b>Special Grade 1</b>
<b>Tenure:</b>	<b>3 years Contract</b>
<b>Responsible to:</b>	<b>Manager – Rural Operations</b>
<b>Division:</b>	<b>Rural Operations Division, Upolu</b>

#### **Position Overview:**

Under supervision of the Rural Operations Manager, the Engineer is primarily responsible for the planning and coordination of operations and maintenance and metering works of coverage area assigned by Manager.

#### **Duties & Responsibilities:**

1. Contribute to the development of the divisional plan of action through the preparation of a routine and cyclic maintenance program for treatment plants, borehole supplies and pipe network each year.
2. Responsible for reviewing or developing of Standard Operating Procedures for maintenance and operations of all water supply systems.
3. Formulate and review all policies and procedures relating to the services provided by the Operations and Maintenance Divisions.
4. Develop a detailed monthly work program for all O&M planned and ad-hoc activities to achieve and meet targets set in the annual Divisional Plan of Action or the Performance measures.
5. Contribute in budget preparation through the provision of all costing required for proposed and approved remedial works.
6. Continuously research and methods and new initiatives to improve the operation and maintenance of all water supply systems to minimize expenses and increase revenue as well as to maintaining performance at optimum capacity.
7. Develop a preventative plan for SWA/divisional assets and coordinate all maintenance works for all equipment and assets housed at treatment plants and borehole sites.
8. Supervise all major maintenance works as well as organizing and coordinating all emergency works including work outside of normal work hours.
9. Coordinate the implementation of remedial works raised from borehole monitoring reports.

10. Compile and present progress report of all O&M works at monthly Rural Meetings and represent division to Management meeting or SWA to external forums as directed.
11. Provide monthly information on decommissioned pipelines and completed new works for data management purposes.
12. Manage and monitor operational expenses in line with the divisional approved budget.
13. Responsible for checking, replacement and procurement of bulk meters at treatment plants and borehole supplies.
14. Collaborate with the Engineer NRW in the implementation of the Non-Revenue Water program through the execution of the leak repair program.
15. Lead and conduct annual condition inspections for all infrastructures within the water supply coverage areas and provide a report prioritizing remedial works with cost estimates to Rural Manager for informed decision making.
16. Initiate pump maintenance and replacement programs and ensure pump information has been updated within 24 hours after the completion of works.
17. Collaborate with the HR Unit concerning all matters pertaining to staff management, staff development, performance assessments and ensuring staff compliance to all relevant SWA Legislations, regulations and policies.
18. Encourage and ensure a pleasant, harmonious and hazard free working environment for all and the public in general.
19. Attend to other office related duties as directed from time to time by the Manager.

**Position Requirements:**

1. Minimum Qualification of a Degree in Civil Engineering or a related discipline. A registered member of the IPES is an advantage. (essential).
2. Must have at least 5 years relevant practical experiences in the provision of engineering services (essential)
3. Must have a good understanding of hydraulics and fluid dynamics (essential)
4. Must have good communications skills, oral and written in both Samoan and English languages (essential).
5. Sound understanding of the Samoa Water Authority water supply system and its Infrastructure Asset Management. (essential)
6. Demonstrated ability to plan, lead, manage, supervise and motivate team members (essential)
7. Demonstrated ability to work under pressure and is physically able and mentally sound to perform any assigned tasks within deadlines (essential)
8. Highly flexible and willing to work after hours / public holidays / natural disasters or when required (essential)
9. Must have a pleasant personality, strong work ethics with quality attributes (strategic focus; critical thinking, result focused; integrity; highly professional, due compliance, etc.) (essential)
10. Expected to drive and must have a valid Samoan driver's license for more than a year an advantage (desirable)
11. Demonstrated ability and experience to operate water modelling software and Global positioning system (GPS) (desirable).

**All signatures to be completed prior to filing**

	<b>Name/Signature</b>	<b>Date</b>
Prepared by:	 Faiamio Agaiava. <b>TEAM LEADER - HR</b>	<u>25/06/2021</u>
Reviewed by:	 Taiulu Savelio Imo. <b>MANAGER RURAL OPERATIONS</b>	<u>25/06/2021</u>
Verified by:	 Ruby Sheck. <b>MANAGER CORPORATE MANAGEMENT</b>	<u>25/06/2021</u>
Approved by:	 Namulaulu Irasa Mauala <b>ACTING MANAGING DIRECTOR</b>	<u>25/6</u>