

SAMOA WATER AUTHORITY

Position Description

Position Title:	ENGINEERING OFFICER – DRILLING
Salary Grade/Rate:	Grade 7 / Step 1
Responsible to:	Manager Wastewater
Division:	Wastewater Division (WWD)

Position Overview:

Under the supervision of the Manager Wastewater Division, the Engineering Officer will be responsible for the safe, proficient and successful completion of all SWA drilling projects and related Drilling Unit (“DU”) assigned tasks on a timely manner and at a professional level.

Duties & Responsibilities:

1. Exercise and enforce SAFETY at all times of DU staff and drill equipment as a top priority.
2. Ensures all drilling and relative drill task activities pose No Threat & is Hazard Free towards Public SAFETY.
3. Lead all drilling operations and direct execution of relative day-to-day undertakings of DU.
4. Manage the performance of DU staff and safe operation of drill equipment and special tooling including DU assigned vehicles.
5. Accurate efficient and timely completion of DU drilling and relative undertakings.
6. Provide expert advice on capacity of DU resources and viability to construct new (at potential sites identified), redevelop existing, resurrect abandoned and equip boreholes as used for SWA water production sources.
7. Provide expert advice on and responsible for the construction, resurrection and equipping of water production boreholes in accordance to SWA engineering standards.
8. Ensure all drilling and construction operations conform to SWA safety and engineering standard.
9. Conduct in house refresher trainings for DU staff and Wastewater Division annually to ensure that they are well versed with operating a driller, support machinery, SWA safety protocols and engineering standards.
10. Report consistently to Division Manager on the progress, successes and failures of all drill works.
11. Updates and maintains a Daily Activity Log of DU works, including an account of all consumables used in each & everyday drill works including Fuel, Consumables, Drill Medium, etc.

12. Update and maintain a Drill Borehole Log on topography formation & terrain geology characteristics for each and every borehole constructed, resurrected and/or redeveloped.
13. Develop and implement a Servicing and Preventative Maintenance Program for all vehicles, equipment and special tooling of DU.
14. Updates and maintains true records of drilling equipment Servicing, Maintenance and Repairs including Pre-Start Checks, Major Services, Repairs, etc.
15. In collaboration with the Engineering Officer Transport and Workshop, compile and submit for Division Manager approval;
 - (i) Confirmed list of all consumables necessary to successfully complete a designated drill task.
 - (ii) Confirmed list of all consumables and spare parts necessary to successfully complete a scheduled service, maintenance and/or repair of drill equipment and special tooling.
 - (iii) Confirmed list of necessary replacement and/or new tooling to safely and efficiently perform tasks of SDU.
16. Manage the allocation and effective use of all Authority resources assigned to the executing of DU tasks in specified areas.
17. Contribute to the development, implementation of monitoring and review of Divisional Plan.
18. Summarize monthly/weekly work programs for assigned tasks and forward to Engineer and Manager for information and approval to ensure it is in-line with the Divisional Plan.
19. Contribute to the development, implementation, monitoring and review of an annual output-based DU budget & manage own operations in line with this budget
20. Contribute to the overall effective management of the Division including active participation in, and reporting to, Divisional (& other) meetings.
21. Promote a SAFE, Healthy and Friendly work environment engendering equal opportunities for all employees
22. Seek to continuously improve all operations in the area of responsibility including development, implementation & review of drilling procedures
23. Co-ordinate and work closely with Engineer WWD to formulate a DU succession plan, including an annual drilling workplan
24. Provide assistance to the Manager, Engineer(s), Engineering Officer(s) & Team Leader(s) of Wastewater Division when requested.

Position Requirements:

1. Requires at least a diploma in mechanical, civil, or a related engineering field (with higher qualifications preferred) and a minimum of 5 years' hands-on drilling experience ideally in water boreholes and groundwater projects along with proven ability to work in remote, field-based environments.

2. Demands strong knowledge of borehole engineering standards, groundwater hydrology, pump testing, and hands-on capability in operating and maintaining drilling equipment while ensuring compliance with safety and environmental standards.
3. Requires solid experience in inventory control, procurement support, and project planning using tools like Gantt charts, with the ability to manage multiple tasks efficiently within time and budget constraints.
4. Involves demonstrated leadership and team management skills, with the ability to foster collaboration and continuously improve operational processes and performance.
5. Requires excellent written and verbal communication skills in Samoan and English, including the ability to prepare reports, deliver presentations, and effectively engage diverse stakeholders.
6. Demands proficiency in computer applications and data management systems, along with the ability to maintain accurate records and use digital tools for reporting and project tracking.
7. Requires a valid driver's license, willingness to work in remote areas, and a strong commitment to health, safety, and compliance with organizational standards.

All signatures to be completed prior to filing

	Name/Signature	Date
Prepared by Seiuli Timothy Betham Manager Wastewater Division	_____	-----
Reviewed by	_____	-----
	Human Resource	
Approved	_____	-----
	Mulitalo William Sene Kuma Tupai ACTING - MANAGING DIRECTOR	

