

SAMOA WATER AUTHORITY

Position Description

Position Title:	Engineer – Planning and Design
Salary Grade/Rate:	Grade 8 / Step 1
Responsible to:	Manager – Technical Division
Section:	Planning and Design
Division:	Technical Project Coordination and Assets Management Division

Position Overview:

Under the direct supervision of the Technical Manager, the Engineer Planning and Design is responsible for providing, implementing and co-ordinating all required engineering inputs from SWA for the successful implementation of SWA infrastructural works and related requests for investigation, design, contracting and supervision for ongoing projects.

Duties & Responsibilities:

1. Investigate, design, and determine costs related to any new water supply construction works other works requiring engineering application for SWA. This includes factoring all issues that will affect works (budget, resources available, risks and land issues)
2. Ensure design, construction and materials utilised for any capital work complies with SWA Engineering Standards.
3. Carry out Modelling of Water supply systems for analysis of new proposed works, for connection to supply new sub-divisions and future expansions.
4. Provide Design Reports following implementation of Design, field investigation and costing for approval by Manager.
5. Review and advise external Stakeholder requests for information or connections to SWA schemes (PUMA, MCIL, SLC, new sub-divisions)
6. Organise and implement Pumping tests for new and existing boreholes and carry out analysis of results as part of Pump Testing and recommendation report.
7. Supervision of project works contracts and SWA Internal Works (where instructed by the Manager) and attend to all related matter for the works as the supervisor and report back to the Manager.
8. Assist with review of Engineering Designs or Reports provided by Consultants and advise the Manager accordingly for final approval.
9. Compile monthly progress report of planned works and activities and forward to Manager.
10. Assist in the development, implementation, monitoring and review of SWA's Corporate Plan, Divisional Plan and Divisional budget and ensure that Divisional operations comply with the same.

11. Attend relevant management and contract meetings within SWA and represent the organization in meetings and workshops outside of SWA when required.
12. Develop, supervise and motivate the performance of sectional staff and provide training within area of expertise.
13. Promote a safe and healthy work environment.

Position Requirements:

1. Minimum qualification of a Bachelor degree in Civil Engineering or any other related professional Engineering discipline.
2. Minimum of 5 years relevant experience in any or all of the following areas: Engineering Design, Engineering investigations, hydraulic modelling, contract supervision, management or design of water supply systems.
3. Sound practical knowledge of GPS and computer programs such as MS Office programmes, GIS software and water modelling softwares.
4. Sound practical knowledge and application of Project Management and Contract Management.
5. Must have the ability to analyse data and write reports with excellent analytical and report writing skills.
6. Ability to plan and organize multiple and shifting tasks within deadlines and allocated budget.
7. Ability to effectively lead and manage staff.
8. A clean Police Report
9. Good communication skills in writing and orally in both Samoan and English
10. Ability to drive and must have a valid driver's license.

All signatures to be completed prior to filing

	Name/Signature	Date
Prepared by:	 Faiamio Agaiava TEAM LEADER - HRM	<u>14/03/2022</u>
Reviewed by:	 Tafeamaalii Phillip Kerslake MANAGER TECHNICAL, PROJECT COORDINATION & ASSET MANAGEMENT	<u>14/3/22</u>
Verified by:	 Ruby Sheck MANAGER CORPORATE MANAGEMENT	<u>14/3/2022</u>
Approved:	 Fuimaono Dominic Schwalger MANAGING DIRECTOR	<u>14/3/2022</u>

