

SAMOA WATER AUTHORITY

POSITION DESCRIPTION

Position Title:	MANAGER URBAN OPERATIONS DIVISION
Salary Grade/ Rate:	SpGr 2 \$94,624
Status:	Contractual – 3 years
Responsible to:	MANAGING DIRECTOR
Division:	Urban Operations and Maintenance

Position Overview:

Effectively manage and oversee resources and water supply schemes within the SWA coverage in the Urban areas. This includes managing infrastructure, assets and facilities, staff, budget, plant and equipment as well as customer relations.

Duties & Responsibilities:

1. Plans, organize and directs daily activities and operations of employees in water distribution, water treatment facilities in the Urban areas as assigned and ensure these activities and operations are performed in accordance with all relevant and applicable laws, standards, codes and practices.
2. Manages and supervises employees engaged in the operation, process control, maintenance installation, calibration and testing of water facilities and equipment.
3. Manages and supervises employees to ensure optimum performance of their duties and responsibilities.
4. Manages and supervises employees engaged in the construction, operation and maintenance of water distribution systems.
5. Manages and ensures the occupational health and safety of employees.
6. Manages, supervises and assists in troubleshooting of operational control schemes and equipment.
7. Prepares long range work schedules and assigns personnel daily work tasks.
8. Formulates and directs implementation policies and procedures of water distribution systems of plan operation and/ or maintenance.
9. Directs development and implementation system, plant performance programs, maintenance planning, scheduling and work order control programs and procedures.
10. Evaluate and interpret results on water production, water quality and performance of water supply systems for Urban areas and determine appropriate plan of action to ensure provision of quality services to customers plan of action to ensure provision of quality services to customers.
11. Ensure compliance with SWA legislation, policies and procedures, standards, codes of best practice.

12. Prepares reports including, but not limited to Discharge Monitoring Reports (DMR) and Operating Reports (MOR) as directed by the Managing Director and in accordance with the Corporate Plan.
13. Prepares annual divisional budget for approval from Managing Director and ensures that the activities and expenditure of the Division remain within the budgetary limits.
14. Schedules, assigns and supervises personnel and outside contractors and instructs subordinates in proper work methods and practices.
15. Inspects work of subordinate to ensure compliance with construction documents, standards and specifications.
16. Coordinates effective use of equipment and facilities. Reports and coordinates maintenance and repair needs. Coordinates preventive maintenance program. Maintains repair logs and develops reports.
17. Operates and tests constructions, operation and maintenance equipment.
Reviews and makes changes to construction activities operation and maintenance programs, process control parameters, Program Logic Controllers (PLC) and other automated controllers.
18. Ensures effective management and control of all resources assigned to him/ her for the operational and maintenance activities for the Division and maintains inventory.
19. Submits related requisitions for personnel, equipment and materials (as per SWA policies and best practices). Keeps labour, equipment and material records and generates required reports.
20. Plans and monitors the Division's hired machinery / equipment as well as purchase of earth materials and monitors the impact of these goods and services on the Divisional budget and ensures value for money taking into account budgetary constraints.
21. Maintains records of construction, operation and maintenance activities.
Uses information obtained to control, plan and schedule work. Monitors and ensures all supporting documentations are completed.
22. Advises the Managing Director on appropriate action regarding status of water production and quality and other issues arising from the urban area.
23. Assists in developing safety programs related to hazards and work practices and conducts craft training.
24. Certifies employee performance through the Annual Performance Appraisal and ensures that all is done in time for annual review.
25. Interfaces with equipment manufacturers and factory representatives regarding purchase, installation, and support of water facilities and equipment.
26. Enforces and implements national and SWA safety policies, procedures, rules and regulations.
27. Recommends for approval by the Managing Director the selection, promotion, evaluation, discipline and discharge of subordinate employees as per SWA Employment Conditions and relevant Labour Acts and Regulations.

28. Contribute to the overall effective management of the Authority by actively participating in meetings (internal and external) and reporting vital information to the Managing Director.
29. Investigates and responds to customer complaints in accordance with SWA Service Charter and other relevant documentation.
30. Will be required to respond under emergency conditions at all times.
31. Attends training and continuing education sessions.
32. Attends work on continuous and regular basis.
33. Provides mentoring and support for engineers working within SWA.

Position Requirements:

1. Minimum qualification of a Bachelor Degree in Civil Engineering or any other related professional Engineering discipline.
2. Must have at least 7 years of related experience.
3. Well – developed written and oral communication skills in Samoa and English.
4. Excellent Public Relations and interpersonal skills to develop effective relationships with stakeholders and working partners.
5. Strong project management skills with regards to the supervision and monitoring contractors.
6. Demonstrated ability to Plan, Organise and Manage a Workplan for the Division within established work standards and procedures.
7. Must have excellent knowledge and skills in Financial and Human Resource Management.
8. Must have the Ability and willingness to initiate and implement corporate management.
9. Must be able to conduct self in professional manner at all times.
10. Must be available anytime to respond to emergencies when required.