

SAMOA WATER AUTHORITY

Position Description	
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Position Title:	Assistant Technician – O & M
Salary Grade/Rate:	Grade 4 Step 1 (\$21,241 per annum)
Responsible to:	Team Leader
Division:	Rural Operations.

Position Overview:

Under the direction of the Team Leader Operation and Maintenance the Operations and Assistant Technician - O&M is responsible for the satisfactory operation and maintenance of the works to which he/she is assigned.

Duties & Responsibilities:

1. Assist in the timely and satisfactory completion of all works related to pipeline reticulation network, as well as all associated works.
2. Assist in the operation and maintenance of pipeline network, PRVs, Meters (domestic and bulk) and valves through complaints and as instructed by Team Leader
3. Maintain effective operation of pipeline network to ensure that water is received at a consistent basis and acceptable pressures.
4. Install, read, calculate flows and calibrate domestic, commercial and bulk meters.
5. Must be competent in the investigation of new connection surveys, installation of new connections and minor maintenance works related to customer complaints.
6. Must have the ability to clearly fill out all forms required for operation and maintenance works.
7. Must have the ability to read, interpret & understand building & construction drawings.
8. Ability to operate tools, machines & other equipment.
9. Assist in the using a GPS for the works as instructed by Team Leader.
10. Assist to prepare daily reports of works implemented as well and being able to use Order Book for materials required to do the works.
11. Provide proper security and care for all tools, equipments and resources used for the works.
12. If required, work at treatment plants, intakes, reservoirs and on transmission main and perform any other duties as directed by the Team Leader, Operation and Maintenance from time-to-time.
13. Available to work after normal working hours when requested from time to time

14. And any other duties as directed from time to time by the Team Leader.

Position Requirements:

- Minimum qualification of a Certificate in Plumbing or Certificate in Carpentry & Joinery from a recognised academic institution.
- Experience in the provision of water supply services is an advantage.
- Basic understanding of SWA Engineering Standards is an advantage.
- Highly Motivated, honest and hard working.
- Ability to drive and holds a driver's license will be an advantage.

All signatures to be completed prior to filing

	Name/Signature	Date
Prepared by:	_____ HR Section	_____
Reviewed by:	_____ Taiulu Savelio Imo MANAGER RURAL OPERATIONS DIVISION	_____
Verified by:	_____ Faiamio Agaiava MANAGER CORPORATE MANAGEENT DIVISION	_____
Approved by:	_____ Namulauulu Irasa Mauala – Alafau MANAGING DIRECTOR	_____