

SAMOA WATER AUTHORITY

Position Description

Position Title:	Assistant Technician – Operations & Maintenance (Asau, Office)
Salary Grade/Rate:	Grade 4 Step 1
Responsible to:	Manager – Savaii Operations
Division:	Savaii Operations Division

Position Overview:

To ensure the efficient operation of customer meter installation, disconnections, re-connections and meter maintenance when required.

Duties & Responsibilities:

1. Carry out construction works relating to the installation of approved new connections, disconnection, re-connections, calibration and repair of water supply meters.
2. Undertake accurate service connection surveys and report for necessary actions.
3. Carry out necessary maintenance on water meters when required and as scheduled.
4. Prepare and submit fieldwork reports on a weekly basis.
5. To ensure compliance to safety requirements and standards at all-time especially when carrying out field works.
6. To care for all the tools, equipment and resources used in the course of works.
7. Attend to any other Office duties as required or directed by the Manager from time to time.

Position Requirements:

- Must have a trade Certificate in Plumbing and Sheetmetal
- Have at least 3 years related working experience.
- Sound knowledge of water systems construction works.
- Excellent customer service or public relations skills.
- Good communication skills in Samoan and English both oral and written.
- Proven knowledge and skills in conducting surveys will be an advantage.
- Fair understanding of Policies and Procedures guiding the work of the Authority.

All signatures to be completed prior to filing

	Name/Signature	Date
Prepared by	_____ HRA	-----
Reviewed by	_____ Manager Corporate Management	-----
Verified by:	_____ Manager Savaii Division	-----
Approved	_____ Managing Director	-----