SAMOA WATER AUTHORITY

Position Description

Position Title:	**Team Leader – O & M**
Salary Grade/Rate:	**Grade 7 - $51, 960- $66, 980 (per annum max)**
Responsible to:	**Engineer – Operations & Maintenance**
Division:	**Rural Operations**

Position Overview:

Working under the guidance of the Divisional Manager and Engineer, the Team Leader Operations & Maintenance is responsible for the day to day operations and maintenance works through the direct supervision of staff in the routine and emergency repair works, inspection, operation and general maintenance of intakes, treatment plants, reservoirs and transmission main within and outside normal working hours.

Duties & Responsibilities:

1. Ensure the operation of treatment plants, reservoirs, intakes and transmission mains are maintained at the required standard.
2. Assist the Engineer(s), Lab technicians and relevant personnel to ensure the quality of supplied water complies with our National Water quality standard at all times.
3. Coordinate the allocation of planned works and service orders (S/O) within his/her designated operational area and ensure prompt response to S/Os in accordance to SWA service charter.
4. Manage the allocation and effective use of all Authority resources assigned to the executing of tasks in specified areas.
5. Ensure accurate, efficient and timely completion of all divisional documentation required or directed including works programs, vehicle and plant running sheets, stores requisitions, construction and maintenance works report.
6. Develop and implement a preventative maintenance program for all treatment plants, reservoirs, intakes and transmission mains.
7. Contribute to the development, implementation monitoring and review of Divisional Plan.
8. Summarize monthly/weekly work programs of assigned tasks and forward to Engineer and Manager for information and approval and to ensure it is in line with the Divisional Business Plan.
9. Contribute to the development, implementation, monitoring and review of an annual output-based divisional budget and manage own operations in line with this budget.
10. Contribute to the overall effective management of the Division including active participation in, and reporting to, Divisional (and other) meetings.
11. Promote a safe, healthy and friendly work environment engendering equal opportunities for all employees.

12. Seek to continuously improve all operations in the area of responsibility including development, implementation and review of standard procedures and work instructions.
13. Co-ordinate and work closely with other Team Leaders and staff members and perform duties of other Team Leader's positions within the on a rotational basis when required.
14. Assist the Engineer(s) to ensure that SWA compounds within his/her designated area are well maintained and coordinate with responsible contractors if required.
15. Provide assistance to the Engineer in the Operations Division at all times.
16. Provide yearly review and updates of SOPs according to new methodologies associated with new technologies.
17. Provide in house training for technicians in the area of PE pipe welding, pipe connections, PRV operation and maintenances and meter maintenances.
18. Provide supervision on SWA contractual projects and report on progress.
19. Attend relevant working group meetings and represent the Authority in meetings and workshop outside of SWA when required.
20. And any other work related tasks assign to by the MD or the UDM.

Position Requirements:

1. Minimum Certificate of Due Completion Plumbing & Sheet-metal
2. At least 10years relevant experience in the water supply related works or similar
3. Excellent leadership/people management skills
4. Well-developed written communication skills in Samoan and English
5. Well-developed oral communication skills in English and Samoa including the ability to make formal presentations.
6. Demonstrated ability to promote teamwork.
7. Ability to continuously improve work methods, processes and systems.
8. Must be computer literate.
9. Must have a Valid Driver's License.

All signatures to be completed prior to filing

	Name/Signature	Date
Prepared by:	_____ Manager CM	----------
Reviewed by:	_____ **Manager Rural Operations Division**	----------
Verified by:	_____ **MANAGER CM**	----------
Approved by:	_____ Namulauulu Irasa Mauala- Alafau **MANAGING DIRECTOR**	----------