



SAMOA FIRE AND EMERGENCY SERVICES AUTHORITY

Position Description

Position Title	Assistant Mechanic Officer
Salary	\$27,559.00 (SAT) p.a
Risk & Safety Allowance	\$800.00p.a
Division	Corporate Service Unit
Location	Apia Station, Beach Road Tauese, Apia Upolu

Working Relationships

Reports to	Assistant Commissioner – Fire Suppression and Emergency Response (Operations)
Internal relationships	Office of the Commissioner, Fire Safety, Awareness and Prevention Services (Safety) and Corporate Services SFESA staff
External relationships	Develop and Maintain effective relationships with the following external - individuals/groups: <ul style="list-style-type: none">• Other Government Ministries and Corporations• Public

Position Objectives:

To assist the Commander Mechanic and Assistant Commissioner of Fire Suppression and Emergency Response making sure its fleet is operational for its day to day operations.

You will work according to the SFESA Act 2007 and policies established by the Authority for the protection, management and welfare of its staff.

Position Duties and Responsibilities:

- Prepare Weekly Summary Reports for vehicle repair and maintenance
- Assist with the maintenance and repair of Authority fleet
- Assist with maintenance and repair of Authority Portable Equipments
- Seek and Liaise with Vendors for procurement of vehicle parts
- Attend to vehicle breakdown during an emergency operation
- Other duties as directed by Assistant Commissioner Corporate Services Division and Commander Mechanic

Experience Requirements

- Excellent knowledge on both Diesel and Petrol Engines
- Excellent knowledge and experience in the operation of MS Office Applications

Personal Attributes

- Maintain strict confidentiality in performing duties
- Must be honest and trustworthy
- Must be respectful
- Possess cultural awareness and sensitivity
- Has Excellent time management and ability to work with minimum supervision
- Fluent in English and Samoan Language.
- Clean Police Record
- Valid Driver's License

Education and Qualification

- Degree in Motor Mechanic or equivalent
- At least 5 years working experience in relevant field.