



SAMOA FIRE AND EMERGENCY SERVICES AUTHORITY

Position Description

Position Title	Mechanic Officer
Salary	\$30,0063.00 p.a(SAT)
Risk and Safety Allowance	\$800.00 p.a
Division	Fire Suppression and Emergency Response Department
Location	Apia Station, Beach Road Tauese, Apia Upolu

Working Relationships

Reports to	Assistant Commissioner – Fire Suppression and Emergency Response, Commander: Mechanic
Internal relationships	Office of the Commissioner, Fire Safety, Awareness and Prevention Services (Safety), Corporate Services Department SFESA staff External relationships Develop and Maintain effective relationships with the following external individuals/groups: • Other Government Ministries and Corporations • Public

Position Objectives:

To assist the Commander Mechanic and Assistant Commissioner of Corporate Services Department making sure its fleet is operational for its day to day operations.

Position Duties and Responsibilities:

- Assist with compilation of weekly reports of vehicle maintenance and defects
- Assist with compilation of monthly reports of vehicle maintenance and defects
- Assist with compilation of quarterly reports of vehicle maintenance and defects
- Assist with the maintenance and repair of Authority fleet
- Assist with maintenance and repair of Authority Portable Equipments
- Assist with the procurement of maintenance spare parts
- Assist with the weekly checking of all Authority fleets to ensure operational capabilities
- Monitor and control vehicle yard
- Assist with division planning for quarterly, monthly and weekly duties
- Respond to major incidents and operations after hours
- Respond to mechanical breakdowns during afterhours and operations
- Other duties as directed by the Commander Mechanic
- Prepare Weekly Summary Reports for vehicle repair and maintenance

Knowledge and Experience

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

Skills and Abilities

- Good Communication skills both written and verbal in English
- Good Decision making skills
- Good troubleshooting skills
- Multitasking skills.

Personal Attributes

- Can work in a fast paced environment
- Can work in a clean or dirty/oily environment
- Positive 'can do' attitude.
- Professional.
- Trustworthy with strong moral ethics.
- Common sense, practical and results focused approach.
- Clean Police Record and Valid Driver's License

Education and Qualification

- Diploma/Certificate in Automotive or equivalent
- At least 5 years working experience in relevant field.