



samoa land corporation

Samoa Land Corporation Job Description

1. Job Identification

Job Title:	Head Mechanic
Department:	Finance and Investments
Location:	Faleata Golf Course (FCG) at Tuanaimato.
Reports to:	Team Leader Faleata Golf Course
Direct Reports:	Team Leader Faleata Golf Course
Key Relationships:	Internal - SLC staff External – SLC stakeholders.

2. Job Purpose

The Head Mechanic is responsible for repairing and maintenance of all SLC mechanical assets (light / heavy machineries) including vehicles, golf course equipment as well as implementing maintenance plan and warrant safety procedures a top priority.

3. Main duties and responsibilities

Main Duties and Responsibilities	Deliverables / Outcomes
<p>1. To conduct servicing and repair works for SLC mechanical assets.</p>	<ul style="list-style-type: none"> • Maintain an effective servicing & maintenance of SLC assets on a regular basis. Eg. Vehicles, Golf carts, tractors, gang mowers, heavy machineries, office vehicles, green mowers, lawn mower and weed eaters. • Liaise with Team Leader to prioritize equipment repair and maintenance work. • Keeps maintenance equipment fuelled , oiled and inspected and perform related tasks as required

2. To carry out inspection of mechanical equipment for FCG and SLC.	<ul style="list-style-type: none"> • Conduct regular inspections when required and provide reports to Team Leader for appropriate action.
3. To develop prepare maintenance plan for SLC mechanical equipments.	<ul style="list-style-type: none"> • Timely provision of maintenance plan. • Implement maintenance plan effectively. • Review maintenance plan on a regular basis.
4. Conduct on the Job work for staff under supervision	<ul style="list-style-type: none"> • Transfer of knowledge to staff • Ability of co workers to carry out work in the absence of Head Mechanic.
5. Report writing on Repair & Maintenance work carried out.	<ul style="list-style-type: none"> • Updated progress reports to Manager Finance and Investments • Ability to respond to queries and providing information when required.
6. Prepare Request for orders of mechanical parts when required for repair and maintenance purposes.	<ul style="list-style-type: none"> • Liaise with Team Leader /Finance section regarding orders for mechanical parts when required.
7. Prepare list of assets for all mechanical parts	<ul style="list-style-type: none"> • Updated list from time to time for mechanical inventories.
8. Any other duties as directed from time to time	<ul style="list-style-type: none"> • Additional duties on work related matters as directed by Manager Investment & Team Leader

4. Working conditions

Work is usually performed either indoors/outside under normal work conditions in a clean and safe work environment. Work schedules are usually on a 40 hours per week basis and may require to work extended schedules afterhours or during weekend/ Public holidays for special tasks.

5. Physical requirements

Normal Physical requirements with prolonged sitting, standing or lifting of light / heavy machinery objects required to undertake the role. The Officer may also be exposed to wet and or humid conditions weather conditions, and extreme heat.

6. Job Profile / Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION:	Minimum Tertiary qualifications or Due Completion of Apprenticeship in Automotive & Mechanicals.	

SPECIALISED KNOWLEDGE (Technical Competencies):		Requires a working knowledge of the general operation of gasoline, diesel, hydraulic, electric powered equipment and ability to use common mechanical tools.
SKILLS AND ABILITIES (Personal Competencies):	Technical skills (Automotive /Mechanical) Communication skills Report Writing Skills	Fluently in both English and Samoan in written with the ability to understand and follow oral and written direction.
RELEVANT WORK EXPERIENCE:	Minimum 3 years relevant work with proven mechanical experience.	
PROFESSIONAL CERTIFICATION:		Member of the Institute of Professional Engineers, Samoa (IPES)
