

ELECTRIC POWER CORPORATION



HR-RSA 403(ii) ver.02

INSTRUCTIONS

The application pack contains the application form, job description and selection criteria.

Applicants must:

1. Complete the application form;
2. Address as part of the application form how they have met the position essential selection criteria through work or life experience;
3. A complete curriculum vitae of not more than 3 pages
4. Attach all supporting documents as part of the application and a copy of the COVID19 vaccination card; and
5. Submit the application and all supporting documents before the closing date and time.

The Application and all supporting documents must be clearly marked “**Application for Heavy Duty Machine Operator – Savaii Operations**” and addressed to:

The General Manager
Electric Power Corporation
Main Office,
5th Floor, TATTE Building, Sogi

Applications are to be delivered to the HRM Section of the Corporate Governance Division, EPC Main Office or via email to matamuf@epc.ws before or on Thursday 29th August 2024 @ 4pm.

Incomplete and/or late applications will not be considered.

Further Information: Please contact the HRM Section of Corporate Governance Division on phone 65 554 or 65 502.

ELECTRIC POWER CORPORATION

JOB DESCRIPTION

| | |
|--|--|
| Position Title: Heavy Duty Machine Operator | Position Code: |
| Position Grade: E2/L2 | Salary Grade: \$15,193-\$18,607 |
| Location: EPC Salelologa - Savaii | |
| Reports to: Overseer Distribution / Manager Savaii Operations | |
| Review by: CG/HRM | Date: August 2024 |

VISION

“To be a sustainable, affordable & resilient electricity provider”

MISSION

“Provision of quality electricity through efficient customers services, innovation, sustainable and climate resilient infrastructure in partnership with stakeholders”

The Electric Power Corporation (EPC) was established in December 1972 and has coverage of power to around 98% of the country. The legal mandate of EPC is to sustainably generate, transmit, distribute and sell electricity to the people of Samoa at the lowest possible cost. EPC is to also deliver optimum energy solutions in a customer-friendly manner through innovative use of all types of energy sources in Samoa giving first priority to renewable energy.

EPC plays a vital role in the development of Samoa and ensures that the Government’s number one priority for infrastructure in the energy sector is realised through: Increased generation of electricity from renewable sources

- Increased efficiency of power generation and distribution and
- More efficient use of electricity by consumers

Amidst many challenges, EPC continually strives to improve its overall performance to fulfil its core functions and strategic results to all its stakeholders in Samoa.

VALUES

Passion for excellent customer service

Respect for all stakeholders (customers, staff, government, community, donors and the environment)

Integrity Absolute and honesty in everything we do

Innovation Always looking for better and cheaper ways of doing things

Delivery Do everything with enthusiasm and determination. Meet the highest standards in everything we do

Empowerment Encourage all staff to take responsibility for what they do and encourage them to make decisions that are in the best interest of EPC

DIVISIONAL STRUCTURE OF SAVAII OPERATIONS

SUMMARY OF THIS POSITION

The candidate in this position operates Hyab Truck, Excavator/Loaderbackhoe for EPC earthwork required for underground and overhead line work. The candidate is also responsible for regular checks on these EPC assets to make sure that they are in good running condition, and to report any damage or repair work needed.

'MAJOR CHALLENGES'

- i. Safe operation, care and maintenance of crane truck and other equipment/machinery.

DETAILED DESCRIPTION OF DUTIES.

| Responsibilities/ Expectations | Activities | Performance Indicators |
|---|---|--|
| 1. Check equipment/machinery before operation and after operation | 1.1. Daily checking of engine, vehicle body and accessories if in place to ensure equipment/machinery is safe to operate 1.2. Checks equipment and machinery problems then inform the Manager of needed repairs 1.3. Ensures the equipment/machinery is safely stored at the end of each work day 1.4. Daily cleaning of equipment/machinery after use | 1.1.1 Daily check is completed. Check list is filled in signed and filed in office 1.1.2 Faults reported and repaired 1.1.3 Equipment/machinery is safely and properly parked in compound 1.1.4 Equipment/machinery is cleaned on a daily basis |

| | | |
|---|--|---|
| <p>2. Operate equipment/machinery used for digging of underground works for line construction purposes.</p> | <p>2.1. Drives and controls equipment in a safe manner</p> <p>2.2. Works in adherence to safe practices procedures, work site and relevant laws</p> <p>2.3. Operates equipment manually and also through the use of electronic or technical</p> | <p>2.1.1 Equipment/machinery is operated in a safe manner</p> <p>2.1.2 Fully compliance with EPC rules and traffic laws</p> <p>2.1.3 Operator follow standard operating procedures</p> |
| | <p>methods of operation</p> <p>2.4. Responds to signals and directions by the field supervisor and work in coordination with team</p> <p>2.5. Clears construction areas prior to debris and other hazardous materials prior to digging</p> <p>2.6. Operates equipment in the right direction and angles to prevent accidents and damage to property</p> <p>2.7. Operates the heavy equipment in a safe and secure way.</p> | <p>2.4.1 Proper coordination and cooperation on the worksite is always maintained</p> <p>2.5.1 Work site is safe to work</p> <p>2.6.1 Full compliance with safe work practise and standard operating procedures</p> <p>2.7.1 Fully comply with safety standard operating procedures</p> |
| <p>3. Document reports</p> | <p>3.1 Daily maintenance of equipment running sheet</p> <p>3.2. Report damage to equipment/machinery to the Manager within 24 hours for immediate repair or maintenance to be carried out</p> <p>3.3. Reports accident or work site accident to the Manager, Safety Officer and Transport Officer</p> | <p>3.1.1 Running sheet is properly filled in and submitted to Manager</p> <p>3.2.2 Incident report is filled in and submitted to the Manager</p> <p>3.3.3 Accident report is filled in and submitted to the Manager. Safety Officer and Transport Officer</p> |

| | | |
|--|--|--|
| | within 24 hours when the incident had occurred | |
|--|--|--|

KEY RELATIONSHIPS

| INTERNAL | EXTERNAL |
|---|---|
| Other heavy equipment drivers Chief Engineer Distribution/Utilization EPC Staff | Heavy Machinery contractors General Public |

SELECTION CRITERIA

Skills and Abilities:

- i. Demonstrated ability to identify safety issues before operating equipment/machinery
- ii. Ability to make good judgement while doing any earthwork digging to avoid any accident or damage to properties.
- iii. Good understanding of other underground cables on site to avoid damages and accidents.
- iv. Demonstrated ability to clearly communicate with site Supervisors, Overseer, Foremen and co-workers on the field
- v. Ability to write reports
- vi. Must have the ability and willingness to work in all types of adverse conditions such as extreme weather, enclosed spaces and heights up to 20 feet

Personal Attributes

- i. Respect co-workers and a team player
- ii. Flexible to work On-Call even during odd hours
- iii. Good listener
- iv. Physical and mentally sound

i. Experience and Past Work Performance

- ii. At least 5 years of relevant working experience in operating heavy construction machinery/equipment

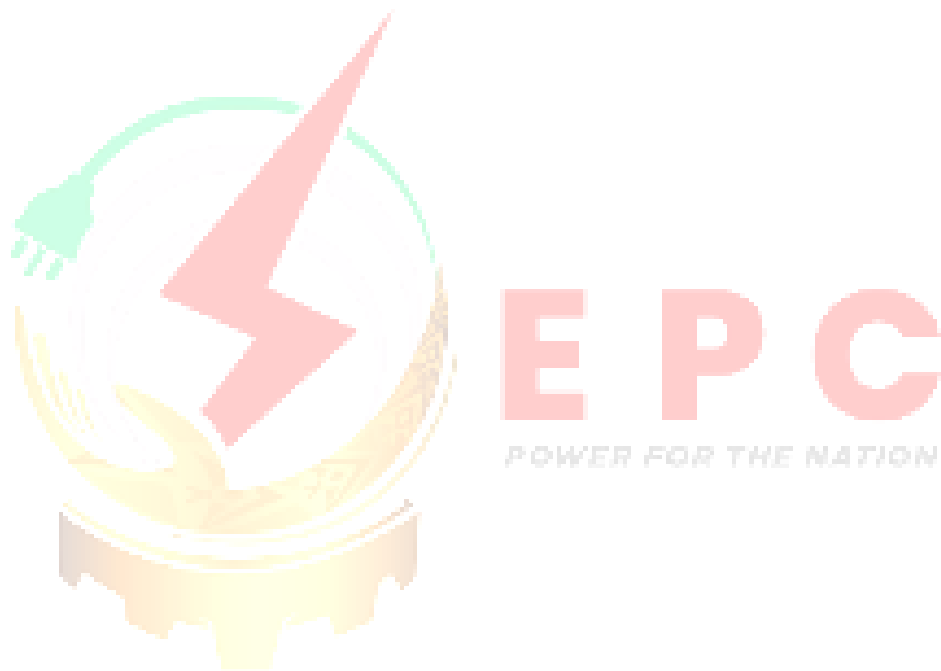
- iii. Has a satisfactory work performance record with current or previous employer (provide reference as evidence)

Qualifications

- i. Minimum School Leavers Certificate.
- ii. Successfully completed the Ministry of Police Defensive Driving Course
- iii. Holds a Valid Driver's Licence Category - H to operate heavy construction machinery/equipment from the Land Transport Authority

ATTENTION: SPECIAL NOTE:

For Safety Reasons it is strictly reminded that the candidate in this position is never trained to handle any line construction work apart from work specified in this JD. Therefore, it is a breach of EPC Safety working conditions if the holder of this JD operates outside of the duties specified.





Applicant Statistics Form

This form is specifically for the use of gathering statistics. The Human Resource Coordinators will be responsible for ensuring the information is kept for the sole purpose of monitoring and evaluation and will not be used as part of your application.

Position Details – please provide the details of the vacancy you are applying for:

| | |
|-----------------|--|
| Ministry/Office | <input type="text" value="EPC"/> |
| Position Title | <input type="text" value="Heavy Duty Machinery Operator"/> |
| Position Code | <input type="text" value="SO-P1-D"/> |

Demographics – please tick the appropriate box:

Gender Female Male

Nationality Other Other (please specify)

Current Employment Status – please tick the appropriate box that describes your current employment status

Internal (Same Ministry)
 Other Public Service/Government Ministries/Office
 Employed in SOE/Public Bodies
 Employed in Private Sector

NGOs
 Not Employed
 Self Employed
 Studying
 Overseas

Finding out about the vacancy – please tick the appropriate box to show how you found out about this vacancy?

PSC Website
 Ministry Website (please specify)
 Local Paper (please specify)
 PSC/Ministry Noticeboard (please specify)
 Word of mouth/Friends/Family Member
 Other (please specify)

Please tick this box to allow us to contact you in the future for feedback/suggestions about our Recruitment and Selection process.

Confirmation of Receipt

Please complete the section below. Our Ministry/Office has received your Application Form we will stamped with the date your application is received and sent back to you as confirmation of receipt. Applications sent by email will be acknowledged by email

| | | | |
|-----------------|--|----------------------|--------------------------------------|
| Position Title: | <input type="text" value="Heavy Duty Machinery Operator"/> | Position Code: | <input type="text" value="SO-P1-D"/> |
| Name: | <input type="text"/> | Date Received | <input type="text"/> |
| | | Email/Postal Address | <input type="text"/> |

Job Application Form



Form 2

Form must be completed by Applicant whether Public Servant or Non Public Servant

Section 1: Position Details

| | | | |
|---------------------------------|---|--|---|
| <i>Ministry</i> EPC | <i>Section</i> SAVAII OPERATION | <i>Location</i> SALELOLOGA | |
| <i>Position Code</i> SO-P1-D | <i>Title</i> Heavy Duty Machinery Operator | <i>Supervisor Position Code</i> SO-C4-D | |
| | | <i>Salary Grade</i> E2/L2 | <i>Salary Rate</i> \$15,193 - \$21,403 |

Section 2: Personal Details

| | | |
|------------------------|------------------------------|------------------------------|
| <i>First Name:</i> | <i>Last Name:</i> | <i>Other Names:</i> |
| <i>Gender:</i> | <i>Date of Birth:</i> | <i>NPF No:</i> |
| <i>Marital Status:</i> | <i>Physical Address (1):</i> | <i>Physical Address (2):</i> |
| <i>Post Code:</i> | <i>Phone No (1):</i> | <i>Phone No (2):</i> |
| <i>e-Mail:</i> | <i>Facimile:</i> | |

Section 3: Education Details

| Most recent qualification | Major Area of Study | Institution Attended | Date Started | Year Graduated |
|---------------------------|---------------------|----------------------|--------------|----------------|
| | | | | |
| | | | | |
| | | | | |
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| | | | | |
| | | | | |

Section 4: Training History

| Courses Relevant to Selection Criteria ONLY | Institution/Country | Dates |
|---|---------------------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Section 5: Employment History

Current / Most recent Position

| | | |
|------------------------------|---|-----------------|
| <i>Employer's Name</i> | <i>Date</i> | <i>Duration</i> |
| <i>Position Title</i> | <i>Number of Staff reporting to you</i> | |
| <i>Main Responsibilities</i> | | |

Next previous position

| | | |
|------------------------------|---|-----------------|
| <i>Employer's Name</i> | <i>Date</i> | <i>Duration</i> |
| <i>Position Title</i> | <i>Number of Staff reporting to you</i> | |
| <i>Main Responsibilities</i> | | |

Next previous position

| | | |
|------------------------------|---|-----------------|
| <i>Employer's Name</i> | <i>Date</i> | <i>Duration</i> |
| <i>Position Title</i> | <i>Number of Staff reporting to you</i> | |
| <i>Main Responsibilities</i> | | |

Next previous position

| | | |
|------------------------------|---|-----------------|
| <i>Employer's Name</i> | <i>Date</i> | <i>Duration</i> |
| <i>Position Title</i> | <i>Number of Staff reporting to you</i> | |
| <i>Main Responsibilities</i> | | |

Section 6: Selection Criteria

Based on an analysis of the duties of this position as determined by the Manger responsible, set out below are the criteria that will be used in assessing the suitability of each Applicant for the position. Please address each selection criteria on a separate sheet and attach to this form.

It is the Applicant's responsibility to:

1. indicate aspects of their work experience which indicate their ability to satisfy each criterion;
2. complete this information in a true and accurate way (failure to do so will disqualify the Applicant); and
3. supply supporting documentation should they be called for short-listed interviews.

Note: If you feel the need to supply additional arguments to support your fulfilment of the selection criteria listed below then please attach that information to this application form.

MERIT FACTORS (Job Competencies)

1. Skills and Abilities (refer to JD for full details)

- i. Demonstrated ability to identify safety issues before operating equipment/machinery
- 4
- ii. Ability to make good judgement while doing any earthwork digging to avoid any accident or damage to properties.
- iii. Good understanding of other underground cables on site to avoid damages and accidents.
- iv. Demonstrated ability to clearly communicate with site Supervisors, Overseer, Foremen and co-workers on the field
- v. Ability to write reports
- vi. Must have the ability and willingness to work in all types of adverse conditions

such as extreme weather, enclosed spaces and heights up to 20 feet

2. Personal Attributes (refer to JD for full details)

- i. Respect co-workers and a team player
- ii. Flexible to work On-Call even during odd hours
- iii. Good listener
- iv. Physical and mentally sound

3. Experience and Past Work Performance (refer to JD for full details)

- ii. At least 5 years of relevant working experience in operating heavy construction machinery/equipment
- iii. Has a satisfactory work performance record with current or previous employer (provide reference as evidence)

4. Qualifications (refer to JD for full details)

- i. Minimum School Leavers Certificate.
- ii. Successfully completed the Ministry of Police Defensive Driving Course
- iii. Holds a Valid Driver's Licence Category - H to operate heavy construction machinery/equipment from the Land Transport Authority

Section 7: Computer Literacy

Indicate competency level for each Application

Competency Level code: 1= no knowledge; 2= basic knowledge; 3= good working knowledge; 4= strong/advanced capabilities

| Main Applications | | Other Systems | |
|-------------------------|--|------------------------------|--|
| Word processing (Word) | | Database Management (Access) | |
| Spreadsheets (Excel) | | Other (specify) | |
| Presentation PowerPoint | | Other (specify) | |
| E-mail | | Other (specify) | |

Section 8: Knowledge of Languages

| For languages other than your mother tongue, enter appropriate number from code below to indicate level of your language skills | Indicate your mother tongue by ticking a box below | Speak | Read | Write |
|---|--|-------|------|-------|
| | | | | |
| CODE 1. Limited conversation, reading of newspapers, routine correspondence 2. Engage freely in discussions, read write more difficult material 3. Speak, read and write (nearly) as well as mother tongue. | Samoan | | | |
| | English | | | |
| | Other (specify) | | | |

Section 9: Discipline Records Check

Do you have a discipline record; any criminal convictions; or any current legal proceedings against you? (Please TICK the appropriate box)

No

Yes

IF Yes, Please provide details on a separate piece of paper in a sealed envelope and attach it to this form. This information will be kept confidential and only be seen by the Assessment Committee.

Section 10: Declaration of Referees

Please note that you need to declare addresses and contact numbers of three referees.

| Referee Name | Designation | Address/Contact Numbers |
|--------------|-------------|-------------------------|
| 1. | | |
| 2. | | |
| 3. | | |

Section 11: Declaration of Close Relations

Do you have a close relation (family ties) to an individual(s) currently employed anywhere in the Ministry to which you are applying? (Please TICK the appropriate box)

No

Yes

If YES, please provide name(s) of your relation(s) and state nature of relationship

| | |
|--|--|
| | |
| | |

Section 12: Community Status

Outside the work environment, do you hold any positions (including matai titles) associated with community services, and if so, please list:

| | |
|--|--|
| | |
| | |

Section 13: Certification And Authorisation

I hereby certify that the information given in my application is true and correct. I also acknowledge that if I am appointed on the basis of any false information that I provide my appointment will be revoked. I also authorise the Department to undertake any necessary checks to confirm the information provided by me.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

ELECTRIC POWER CORPORATION



HR-RSA 403(i) Ver.02

RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF

[Heavy Duty Machine Operator]

(to be completed by the Applicant and attach to the application form/letter)

| | Selection Criteria | State how you meet each selection criterion |
|--|--|---|
| 1. Skills and Abilities | <i>Demonstrated ability to identify safety issues before operating equipment/machinery</i> | |
| | <i>Ability to make good judgment while doing any earthwork digging to avoid any accident or damage to properties</i> | |
| | <i>Good understanding of other underground cables on site to avoid damages and accidents.</i> | |
| | <i>Demonstrated ability to clearly communicate with site Supervisors, overseer, foremen and co-workers on the field</i> | |
| | <i>Ability to write reports</i> | |
| | <i>Must have the ability and willingness to work in all types of adverse conditions such as extreme weather, enclosed spaces and heights up to 20 feet</i> | |
| 2. Personal Attributes | <i>Respect co-workers and a team player</i> | |
| | <i>Flexible to work on-call even during odd hours</i> | |
| | <i>Good Listener</i> | |
| | <i>Physically and mentally sound</i> | |
| 3. Experience and Past Work Performance | <i>Has at least 5 years of working experience in operating heavy construction machinery/equipment</i> | |
| | <i>Has a satisfactory work performance record with current with current or previous employer (provide reference as evidence)</i> | |
| 4. Qualifications | <i>Minimum Year 12 Certificate</i> | |
| | <i>Holds a valid driver's license Category H to operate heavy construction machinery/equipment from the Land Transport Authority.</i> | |

Declaration and Authorization

I hereby declare that the information I have provided in this application is correct and complete.

I acknowledge that I will be required to undergo a character check process involving EPC making integrity and background checks and inquiries about myself from current and previous employers, police, courts, educational institutions, community members and other similar agencies as deem necessary.

I hereby consent and authorize the EPC to make such enquiries and checks including the release and disclosure of all information about myself by any person or body to the EPC, for the purpose of confirming the information provided in my application and in determining my merit for appointment to the above mentioned position.

Signed:

Print Full Name:

Date:/...../.....