

# ELECTRIC POWER CORPORATION



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*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
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 Overseer Mechanical'** and addressed to:

The General Manager  
Electric Power Corporation  
Main Office,  
5<sup>th</sup> 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 [etesh@epc.ws](mailto:etesh@epc.ws) or to [sofalau@epc.ws](mailto:sofalau@epc.ws) before or on **Monday 26<sup>th</sup> October @ 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 65 552.

## ELECTRIC POWER CORPORATION



### JOB DESCRIPTION

<b>Position Title :</b> Overseer Mechanical	<b>Position Code:</b> PG-C4-M
<b>Position Grade:</b> A11/L11	<b>Salary Grade :</b> \$60,000 per annum
<b>Location:</b> Fiaga Power Station	
<b>Reports to:</b> Chief Engineer PG, Senior Engineer Thermal	
<b>Reviewed by:</b> CE-PG / CG-HRM	<b>Date:</b> September 2018

#### VISION

*Clean energy sources for affordable and sustainable electricity supply for Samoa*

#### MISSION

*To provide and maintain quality electrical services through innovative, sustainable and environmentally sound practices in developing renewable energy sources, generation and distribution infrastructure network, in partnership with customers and stakeholders to support the development of Samoa*

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)

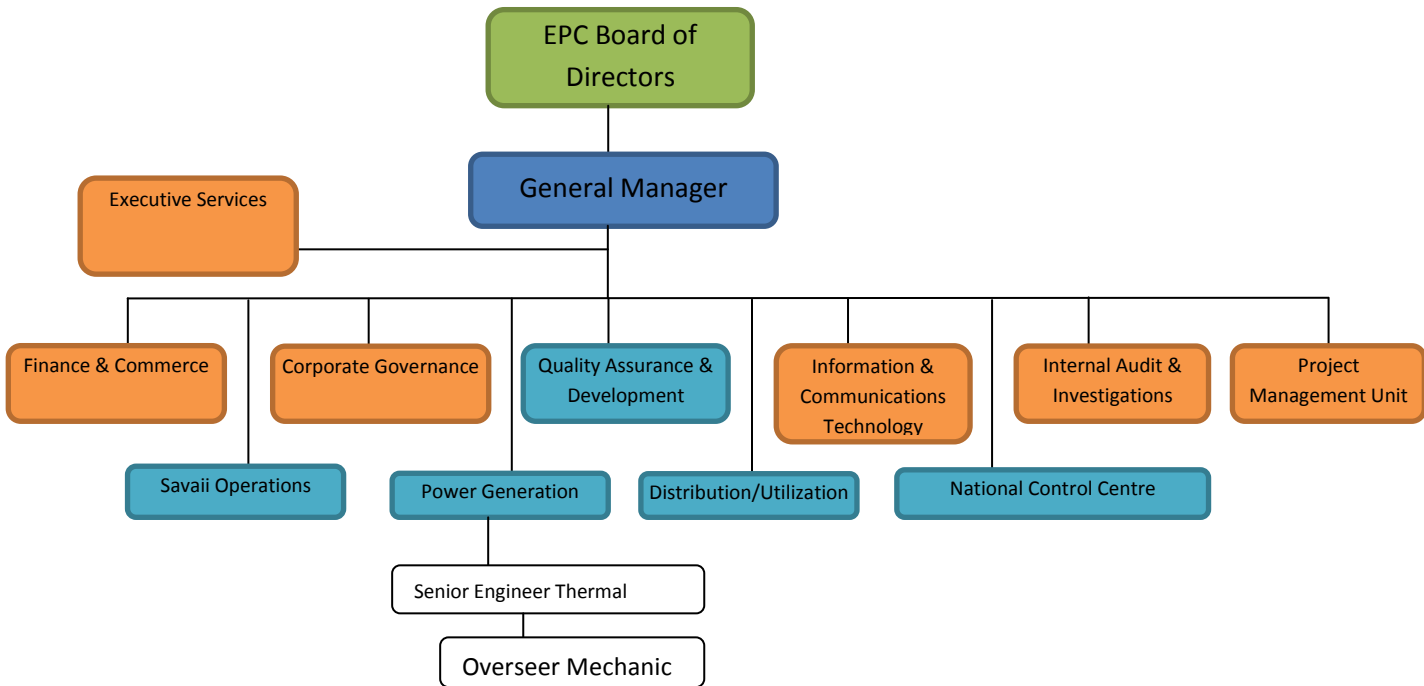
**Integrity** Absolute and honesty in everything we do

**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

## ORGANISATIONAL STRUCTURE OF EPC



**SUMMARY OF THE POSITION:** The candidate in this position is a qualified mechanics who will be responsible and working together with the Chief Engineer and the Senior Engineer in coordinating maintenance and repair work for all hydro and other renewable sources of energy. The candidate is responsible for the Management, operation maintenance and security of Tanugamanono substation and all hydro and renewable sites.

**DESIRED OUTPUTS/CHALLENGES**

The challenges is that the candidate may require to work overtime hours especially during emergencies. It is a challenging position as the candidate will expose to the use of new technology and learning new ideas.

RESPONSIBILITIES	ACTIVITIES	PERFORMANCE INDICATORS
Work with the Chief Engineer and Senior Engineer to develop Maintenance Plans and Allocating of resources for services interruptions of or equipment maintenance at all Renewable sites. (Hydro stations, wind, solar etc.	Direct and coordinate activities in connection with the operation and maintenance of all hydro stations and other renewable stations.  To coordinate and plan resource allocations for all equipment maintenance, repairs and testing using plant operators,	ALL Equipment for Hydro and other Renewables are full operational and well maintained according to plan.

<p>Direct and Coordinate periodical plant inspections to evaluate conditions of turbines and all equipment and complete log sheets as per the Power Generation Divisional Plan.</p>	<p>powerhouse attendants, plant mechanics and subcontracted labour if required.</p> <p>To prepare work orders for major maintenance and repair work of hydro and other Renewable sources equipment.</p> <p>To prepare scheduled maintenance and repair work of turbines and machinery at all renewable energy sites.</p> <p>To confer with relevant personnel like Asset Maintenance and coordination support services team and mechanical and Electrical technicians and diesel operations to diagnose equipment malfunction during emergencies, and direct activities to restore normal operation or to shutdown malfunctioning.</p>	
<p>Coordinate and Lead the team in enforcing Safety Standards.</p>	<p>Ensure that all activities are performed in a safer manner and employees are equipped with required safety gear.</p> <p>Responds to oil spills and emergencies in accordance with the Corporation's Spill Control, counter-measure plans and plays a key role as a member of the EPC Response team.</p> <p>Notifies the Chief Engineer and Management of</p>	<p>Safety Procedures are properly administered with a target of ZERO accident free hours.</p>

<p>Preparation and documentation of Reports.</p>	<p>shutdowns or major changes to power output that may potentially affect the supply of electricity.</p> <p>Ensures that all SOPs are developed /documented and utilised for all operational activities..</p> <p>Ensures that all operational activities in repairs and maintenance are properly documented.</p> <p>Develop and maintain work practices to enhance the productivity, reliability and efficiency of electricity supply.</p>	<p>ALL Documentation of the divisional operation activities is in order.</p>
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**Skills and Abilities**

- i. The candidate has demonstrated ability to prepare a coordinated Maintenance Plan and Preventative Maintenance Plan for the Generation division.
- ii. Has the ability to prepare a report for advanced order of spare parts for generators and follow up orders with suppliers and EPC Procurement team.
- iii. Has the ability to read and interpret diagrams and plans for generators and detect and diagnose technical problems at the generation plants at Fiaga and other stations.
- iv. Demonstrated ability to provide hands on solution for any technical problem that the team at generation may experience in generators at anytime.
- v. Demonstrated ability to write and prepare technical reports on progress of the team’s work and make sound technical advice for improvements, and has good time management skills.
- vi. Demonstrated ability to coordinate, lead and supervise a team of technical staff and prepare assessment reports of performances.
- vii. Has good understanding in the use of computers and software used by the EPC in Power generation work.

**Personal Attributes**

- i. Prioritizes safety procedures at all times

- ii. Honest, transparent and accountable
- iii. Committed and passionate for quality work

**Working Experience**

Has a minimum of three years of working strong mechanical background experience in mechanical work with proven results.

**Qualification(s)**

A Bachelor Degree in Mechanical Engineering and/or an Advanced Diploma in Mechanical Engineering

**ELECTRIC POWER CORPORATION**



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**RESPONSE TO SELECTION CRITERIA FOR THE POSITION OF**

[Overseer Mechanical]

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

	<b>Selection Criteria</b>	<b>State how you meet each selection criterion</b>
<b>1. Skills and Abilities</b>	<i>i. the candidate has demonstrated ability to prepare a coordinated Maintenance and Preventative Plan for the Generation Division</i>	
	<i>ii. Has the ability to prepare a report for advanced order of spare parts for generators and follow up orders with suppliers and EPC Procurement Team</i>	
	<i>iii. Has the ability to read and interpret diagrams and plans for generators and detect and diagnose technical problems at the generation plants at Fiaga and other stations</i>	
	<i>iv. Demonstrated ability to provide hands on solution for any technical problem that the team at generation may experience in generators at anytime</i>	
	<i>v. Demonstrated ability to write and prepare technical reports on progress of the team's work and make sound technical advice for improvements and has good time management skills</i>	
	<i>vi. Demonstrated ability to coordinate, lead and supervise a team of technical staff and prepare assessment reports of performances</i>	
	<i>vii. Has good understanding in the use of computers and software used by the EPC in Power Generation work</i>	
<b>2. Personal Attributes</b>	<i>Prioritizes safety procedures at all times</i>	
	<i>Honest, transparent and accountable</i>	
	<i>Committed and passionate for quality work</i>	
<b>3. Experience and Past Work Performance</b>	<i>Has a minimum of three years of working strong mechanical background experience in mechanical work with proven results.</i>	
<b>4. Qualifications</b>	<i>A Bachelor's Degree in Mechanical Engineering and/or Advanced Diploma in Mechanical Engineering from a recognized Tertiary institution</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: ...../...../.....