

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 including a copy of the Covid-19 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 Assistant Mechanic**” 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 msagaga@epc.ws / simetil@epc.ws before **Thursday 13th October 2022.**

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 65 520.

ELECTRIC POWER CORPORATION



JOB DESCRIPTION

Position Title: Assistant Mechanic	Position Code: DU-P1-AM
Position Grade : E1/L1 permanent	Salary Grade: \$10,216 ~ \$12,730
Location: EPC Vaitele – Transport Workshop	
Reports to: Foreman Mechanic / Chief Engineer Distribution/Utilization	
Review by: CE-DU	Date: September 2022

VISION 2025

To be a sustainable electricity provider in the Region

IMMEDIATE VISION

Increased access by all people of Samoa to quality and affordable electricity supply

MISSION

“To provide and maintain quality electricity and customer service through innovative, sustainable and climate resilient infrastructure, 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)

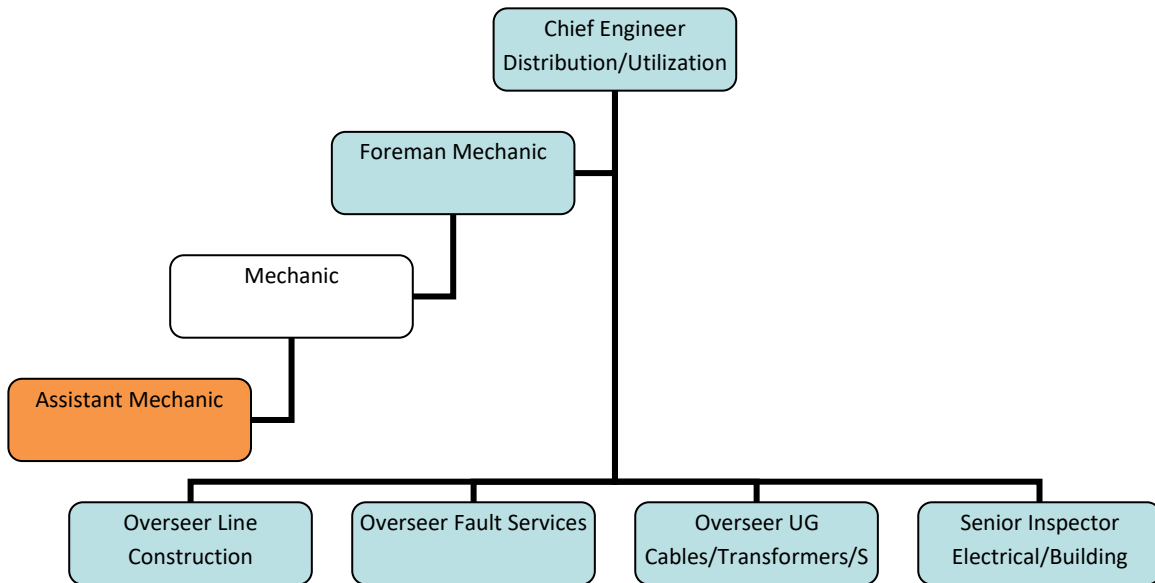
Integrity Absolute and honesty in everything we do

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

DIVISIONAL STRUCTURE OF DISTRIBUTION/UTILIZATION



SUMMARY OF THIS POSITION

Under the supervision and guidance of the Foreman Mechanic, candidates and/or apprentices in this position is responsible for the day-to-day duties performing simple automotive repairs, learning repair techniques, follow up on repair and maintenance costs and replacement of spare parts, clean transport workshop, ensure stock of inventory and customer service are, disassemble vehicles and engines and others when and as directed.

DESIRED OUTPUTS / 'MAJOR CHALLENGES'.

1. Completing scheduled repairs on time
2. May require to work at overtime hours when required.
3. All EPC vehicles operate smoothly with minimal disruption to the delivery of electricity services.

DETAILED DESCRIPTION OF DUTIES

Major Responsibilities	Activities	Performance Indicators
1. Perform simple automotive repairs	1.1 Undertake checking of tires and air pressure 1.2 Change oil as and when required 1.3 Replace air filters, old spark plugs, check battery's charge, replace worn-down brake pads, 1.4 check hoses and belts, check and replace wiper blades 1.5 and report any other abnormal functioning of vehicle to supervisor	Minimal disruption to delivery of electricity services resulting from unavailability of vehicles

	for assessment	
3. Learn repair techniques	3.1 Understand, learn and apply the mechanical systems of the EPC fleet of vehicles 3.2 Identify, assess and report on practical solutions in fixing faults	
4. Must have a welding fabrication skill	4.1 Create or repair metal products works by using heat to fuse multiple metals such as brass, stainless steel or aluminium 4.2 prepares and completes work on materials by welding, cutting cleaning metal, joining metal using a variety of techniques etc. 4.3 knowledge of welding safety procedures and requirements	
5. Inspect and test car Batteries and vehicles	5.1 Follow checklist and procedures in the inspection of vehicles as and required	
6. Clean Shop, Inventory and customer areas	6.1 Proper disposal of, storage of equipment and tools used in the R&M of vehicles, 6.2 Ensure cleanliness in the customer service area	
7. Disassemble vehicles and engines	7.1 Follow due process per manufacturer's specs. When performing tasks when assembling and dis-assembling of vehicle engines as and when required	
8. Assist in the ordering of vehicle parts	8.1 Assist in the logistics of and ordering of spare parts for vehicles, as and when required	
And any other duties as required		

SCOPE:

	Direct	Indirect
Staff		
Budget Allocation		

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
EPC STAFF	General public

Skills and Abilities

- i. Demonstrated ability to clearly communicate i.e. explain repair processes to responsible team(s) of vehicles

- ii. Must be physically able to complete tasks including lifting heavy pieces of vehicle machinery
- iii. Must possess and is willing to understand the mechanics of vehicle engines
- iv. Demonstrated ability to listen and absorb information and communicating key vehicle information to EPC vehicle users,
- v. Demonstrated ability to identify faults, analyse and report for assessment.

Personal Attributes

- i. Good customer service skills
- ii. Attention to detail
- iii. Excellent teamwork and coordination

Experience and Past Work Performance

- i. No working experience required.

Qualifications

- i. A TVET / Trades Certificate in Welding/Fabrication and/or Automotive Engineering.
- ii. An APTC and Certificate of Due Completion in Welding & Fabrication is an advantage