



**S A M O A F I R E A N D E M E R G E N C Y  
S E R V I C E S A U T H O R I T Y**

---

## **Position Description**

Position Title	Senior Station Officer: Compliance
Salary	\$38,397.00p.a(SAT)
Risk and Safety Allowance	\$800.00p.a
Department	Fire Safety and Prevention
Location	Apia Station, Beach Road Tauese, Apia Upolu

### **Working Relationships**

Reports to	Commander: Compliance and Investigation Assistant Commissioner, Fire Safety and Prevention
Internal relationships	Office of the Commissioner, Fire Suppression and Emergency Response, Corporate Services, SFESA staff
External relationships	Develop and Maintain effective relationships with the following external - individuals/groups: <ul style="list-style-type: none"><li>• Other Government Ministries</li><li>• Other Responding Agencies</li><li>• Public &amp; Private Sectors</li></ul>

### **Position Objectives:**

To ensure the effective coordination and management of fire safety monitoring to reduce the risks, prepare for and respond to from natural and human induced fire emergencies and other disasters.

### **Position Duties and Responsibilities:**

- Assist or lead in the absence of Division Commander to coordinate Fire Investigations;
- Design and maintain an effective pre-fire plan for different zones;
- Creating database of all Commercial buildings,
- Assistant Coordinator in assessing fire safety compliancy of new buildings and issue recommendations;
- Assistant coordinator to conduct fire safety inspections for public accommodations and buildings and prepare updated reports;
- Assistant coordinator to ensure follow up inspections is conducted in a timely manner;
- Assess building plans and issue fire compliancy permits to public after approval;
- Assess safe storage and installation of hazard goods including LPG gas, hazard chemicals, flammable goods etc;
- Monitors the overall building compliancy database and reports to the Division Commander
- Ensures follow up inspections are conducted in a timely manner by monitoring building compliancy database
- Designs GIS information based database in reference to relevant subjects including locations and profiles of high rise buildings, Hazard Goods buildings, water mains, hydrants, main electrical feeds, roads and streets.
- Assess relevant data and issues a risk analysis report of potential hazard based activity on a risk matrix;
- Compiles a monthly progress report and submits to division Commander;
- 24/7 Standby staff personnel for Emergency Operation on scene or where needed

### **Education & Qualification**

- A tertiary qualification Bachelor in Risk Management, Environmental/Civil Engineering, GIS/Mapping or another relevant discipline

### **Knowledge and Experience**

- At least 3 years relevant work experience in Risk management or Building Engineering related services including but not limited to strategic planning
- Good understanding of available risk management strategies and tools and demonstrated ability to use them
- Demonstrated ability in undertaking hazard assessment and risk analysis and cost benefit analysis
- Demonstrated ability in conducting inspections related to fire safety building management
- Demonstrated ability to effectively plan and utilize available resources to implement risk reduction measures
- Demonstrated ability in operating GIS software's including Map Info, QGIS, Google Earth etc

- Sound knowledge of building related legislations/regulations (Samoa National Building Code, Australian/New Zealand Building Standards including LPG Gas installations)
- Sound knowledge of hazard chemical material handling (Desirable)
- Sound knowledge of all relevant legislations and mandates governing the Authority's operations in particular Fire and Emergency Services activities as well as risk reduction programs (Desirable).

### **Personal Attributes**

- Positive 'can do' attitude.
- Professional.
- Trustworthy with strong moral ethics.
- Common sense, practical and results focused approach.
- Possess cultural awareness and sensitivity High level of professionalism service
- Is an experienced licensed driver (both manual and automatic transmissions)
- Fluent in both Samoan and English

### **Skills and Abilities**

- Excellent Leadership skills and abilities
- Motivates team members to improve performance
- Excellent Communication skills both written and verbal in English
- Excellent Decision making skills.
- Excellent Report writing skills
- Multitasking skills
- Advance knowledge in computing reporting programs (Ms Office).
- Fluent in both Samoan and English (Highly Desirable)