



JOB DESCRIPTION

POSITION: **ASSISTANT MAINTENANCE OFFICER**

SALARY: **Grade 1/Step 1: \$9,802.60 - \$11,717.42 per annum**

OVERVIEW: This post reports directly to the Supervisor Maintenance, to ensure cleanliness of Apia Port premises including regular maintenance of its grounds, buildings, ports and its whole environment.

DUTIES & RESPONSIBILITIES

- To clear and pick/up rubbish around the Apia Wharf compound and buildings on a daily basis.
- To clear rubbish bags from the wharf buildings and offices and stack on rubbish shelves on a daily basis.
- To ensure rubbish bags are cleared from rubbish shelves every two days to be discarded at Tafaiata according to approved days for rubbish collection.
- To weed growing grass along the fences and wharf buildings,
- To mow lawns and landscaping of Matautu grounds, including planting of trees when required.
- To carry out weed spraying of grounds lawn when required.
- To carry out spraying of compound for pest control.
- To ensure maintenance equipment like lawn mowers, machetes and others are kept cleaned and stored safely at all times.
- Other work related duties directed by Supervisor, Divisional Manager and/or GM.

SELECTION CRITERIA

- Must be a high school graduate.
- Must have at least two (2) years' work experience in ground maintenance and basic skills in operating relevant tools and equipment.
- Must be able to communicate effectively with work colleagues and supervisors.
- Must be aged between 25 – 45 years old, strong and healthy.