



American Samoa Community College
Physical Facilities and Management
EMPLOYMENT OPPORTUNITY

Position Title: **Special Projects Manager**
Employment Status: Full Time 12 months (Career Service)

General Description:

Under the general supervision of the Physical Facilities Management (PFM) Officer, the Special Projects Manager is responsible for the implementation of institutional projects, construction planning, scheduling, and renovation. The position focuses primarily on the coordination and implementation of all activities related to planned construction and planned renovations, which includes monitoring the progress of each project and making assessments in accordance with the approved scope of service. In addition, the Special Projects Manager is charged with the responsibility of assisting in the maintenance and updating of the College Facilities and Maintenance Plans on an annual basis and giving presentations to management as it pertains to these plans. He/she will assist the PFM Officer with safety compliance in the coordination of safety training for all College employees on an annual basis.

General Duties and Responsibilities:

Administration & Planning:

- Implement and coordinate all activities related to planned new construction and planned renovations;
- Implement project construction of in phases from initiation to completion;
- Perform a key role in project planning, budgeting, and identification of resources needed;
- Ensure that construction activities progress according to predetermined schedule;
- Maintain the confidentiality of documents and the integrity of the College while performing primary responsibilities.
- Meet regularly with PFM Officer to discuss goals, ongoing projects and development.

Technical Effectiveness:

- Develop goals and objectives for each project.
- Create teams and assign individual responsibilities;
- Communicate effectively with PFM services supervisors/managers on divisional objectives for each project in accordance with defined responsibilities for completing its various phases;
- Coordinate all plumbing, electrical, security, ground services and carpentry involved in the project and maintain a set schedule;
- Monitor the progress of all PFM services on a regular basis and conduct regular meetings with all the service supervisors to provide a planned update as approved by PFM Officer;
- Maintain strict adherence to the budgetary guidelines, quality, and safety standards;
- Implement a facilities and maintenance plan with Physical Facilities Management Officer to ensure the scheduled maintenance and renovation of College facilities on an annual basis or as deemed necessary;
- Ensure project documents are complete;

- Assist the PFM Officer in the coordination of safety training for ASCC employees annually.

Reporting:

- Report regularly to the PFM Officer on progress of projects conducted;
- Participate in institutional committees, as assigned by the PFM Officer; to assure the feasibility and effectiveness of facilities management for the College
- Provide monthly reports on the maintenance of quality and safety standards, as well as budgetary statuses.
- Perform other duties as assigned by the Vice President of Administration and Finance or President.

Minimum Qualifications:

- Bachelor's Degree in Engineering or Technical Engineering.
- In lieu of a Bachelor's Degree in Engineering, Project Management or directly related field, applicant must have at least five (5) years of direct demonstrated experience in project management and capital planning;
- Certification and or licensure in construction and asset management;
- Ability to read building blue prints, building codes, etc.;
- Comprehensive knowledge of computer and related technology pertaining to construction;
- Knowledge skills, and abilities in problem identification, assessment and evaluation of projects. Ability to interpret policies and regulations governing planning, acquiring, building, upgrading or replacement of physical facilities, equipment and other College assets.

Salary: GS 16: \$ 30,212.00 - \$ 35,412.00 per annum.

Application Deadline: December 16th, 2019 no later than 4:00pm.

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 466/460/474 or by emailing ascchumanresources@amsamoa.edu.

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