



American Samoa Community College
Physical Facilities Management Division
EMPLOYMENT OPPORTUNITY

Position Title: Special Projects Manager/Safety Officer
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/Safety Officer is responsible for the implementation of institutional projects, construction planning, scheduling, and renovation. The successful candidate will focus primarily on the coordination and implementation of all activities related to planned construction and renovation, 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/Safety Officer 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 in regards 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.

Responsibilities and Duties:

Administrative

- Perform a key role in project planning, budgeting, and identification of resources needed;
- Maintain the confidentiality of documents and the integrity of the College while performing primary responsibilities.
- Meet regularly with the PFM Officer to discuss goals, ongoing projects and development.

Technical

- 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.

Planning

- Implement and coordinate all activities related to planned new construction and renovations
- Implement project construction of in phases from initiation to completion

- Ensure that construction activities progress according to the predetermined schedule;

Reporting

- Report regularly to the PFM Officer on the progress of projects being 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 adherence to quality and safety standards, as well as budgetary statuses.
- Perform other duties as assigned by the PFM Officer and/or Vice President of Administration and Finance or President.

Minimum Qualifications:

- Bachelor's degree in Engineering or Technical Engineering
- 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 blueprints, 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.
- Must have an AutoCAD degree or certification
- Must be able to speak both English and Samoan

Salary Range: GS-14/01-05: \$45,564.00 - \$50,244.00 per annum

Application Deadline: May 12th, 2023 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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