



American Samoa Community College
Physical Facilities Management Division
IN-HOUSE EMPLOYMENT OPPORTUNITY

Position Title: Physical Facilities Management (PFM) Officer
Employment Status: Full Time 12 months (Career Service)

General Description:

The Physical Facilities Management (PFM) Officer reports directly to the Vice President of Administration & Finance. The PFM Officer will manage the entire division, and delegate responsibility for Grounds & Maintenance to Section Supervisors. The PFM Officer will serve as immediate supervisor for Facilities Maintenance, the Custodial Crew, and Grounds and Landscaping. He/she will monitor expenditures on materials, equipment and supplies for the division; oversee work schedules and work order assignments throughout the division; set safety standards for the entire college; promote standards in the maintenance and usage of all ASCC facilities; provide a quarterly assessment of ASCC facilities; and assign work/project budgets to facilitate renovation and maintenance. The PFM Officer is on-call for 24 hours.

Responsibilities and Duties:

Administrative

- Develops and submits the annual plans and budget proposal for the Physical Facilities and Maintenance division for the approval of the Vice President of Administration and Finance
- Participates in local, institutional or College defined committees and/or training pertinent to planning that may impact or involve physical facilities, maintenance, compliance, emergency evacuation, certification, and security (policy review, resource and management, leadership, certification, etc.)
- Participates as a member of the ASCC Accreditation Steering Committee
- Facilitates meetings and discussions particular to Accreditation Standard III.B (Physical Resources)
- Drafts reports pertaining to Accreditation Standard III.B (Physical Resources)
- Works closely with all American Samoa Government agencies to ascertain continuous support of the College's facilities development;
- Consults and works closely with the Vice President of Administrative Services and President for new ASCC projects and additional assignments

Technical

- Oversees the implementation and assessment of planned construction and planned renovations congruent to the College's five-year Institutional Strategic Plan (Physical Facilities and Maintenance)
- Oversees the implementation and assessment of planned construction and planned renovations congruent to the College's five-year Comprehensive Maintenance Plan
- Oversees planning and coordinates the implementation of Capital Improvement Plans (CIP) funded projects (Physical Facilities and Maintenance)
- Oversees planning and coordinates the implementation of Special Projects (Physical Facilities and Maintenance)
- Participates in the planning and execution of the College's Emergency Preparedness Plan to ensure compliance with OSHA requirements
- Manages all contracts and communications on behalf of the College particular to PFM and emergency services

AMERICAN SAMOA COMMUNITY COLLEGE
P.O. Box 2609, Pago Pago, American Samoa 96799
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- Evaluates all PFM services and projects necessary for the advancement of the College's Physical facilities and maintenance plans

Planning

- Coordinates the review and approval of all work schedules for the entire division (Grounds, Custodial, Maintenance)
- Reviews and approves all procurement requisitions
- Coordinates the development and monitoring of Standard Operation Procedures for maintenance, grounds, and custodial services
- Meets regularly (weekly, biweekly, monthly, etc.) with all PFM service units to discuss institutional updates and the coordination of PFM plans congruent to services offered
- Oversees and maintains PFM warehouse, inventory, and equipment room to insure service quantity, personnel safety, and cost efficiency for the division
- Conducts and ensures that all PFM staff are evaluated annually and evaluations are submitted to the Human Resources Office in a timely manner (Performance Evaluation)
- Recruits, recommends, and participates in the hiring of employees and maintains accurate records of employee qualification and credentials
- Coordinates the purchasing and maintenance of dress attire to ensure compliance standards for the safety of staff
- Meets monthly with the Vice President of Administration and Finance to provide statuses on current and ongoing projects

Reporting

- Provides in writing monthly service updates to the Vice President of Administrative Services and Finance
- Performs other relevant duties as assigned by the Vice President of Administration and Finance

Minimum Qualifications:

- Bachelor's degree in Engineering, project management, or capital planning
- Work experience, supplemented by training and education, may be accepted by in lieu of degree
- Ability to write incident reports
- Fifteen (15) years of experience in repair, renovation and ten (10) years of supervisory capacity
- Knowledge and skills in management, leadership, construction and maintenance, ASCC policies, etc.
- Tradesman license

Salary: GS-15/01-03: \$50,244.00 - \$52,584.00 per annum

Application Deadline: July 10th, 2025 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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