



DEVELOPMENT BANK OF AMERICAN SAMOA

EMPLOYMENT OPPORTUNITY

Position: Facilities Supervisor

Responsibilities:

1. Assist in supervising Office buildings (Pago Main Office & Lumanai Building) and grounds to maximize use of the facilities.
2. Assist in-house maintenance staff and coordinating work assignments
3. Assist in-house security guard staff and coordinating work assignments and ensuring shifts are covered.
4. Assist with the scheduling, maintenance, and monitoring of heating, ventilating and utility systems to ensure efficient operations
5. Supervising equipment repairs and maintenance by on-site staff.
6. Assist in contacting and monitoring contractors for emergency repairs
7. Assures DBAS procurement policy is followed at all times when contracting and requesting purchases for repairs of building and small equipment
8. Ensures that staffs are always aware of safety matters.
9. Ability to oversee the facility department in the absence of the Facility Manager
10. Makes sure that grounds of the facility(s) under any DBAS care-taker agreement(s) is maintained and in presentable condition(s)
11. Assist in inspecting facilities and grounds (or supervising inspections) and provide reports on conditions of inspection.
12. Oversees maintenance workers, groundskeepers, and others; maintains contract with tenants.
13. Issues logs for maintenance of facility equipment/vehicles and maintain record of Preventive Maintenance of all units (generator, water pump, AC systems, single split units, vehicles, blower, weed eater(s), elevator, etc.).
14. Reads security reports daily and find solutions for any problem reported.
15. Make all logs readily available should an emergency happen.
16. Assist Project Manager in ensuring that all DBAS properties are captured on photo stored through share file with IT for before any incident, and after any incident whether an accident or a natural disaster.
17. Any other duties as assigned by Project Manager or President

QUALIFICATIONS

EDUCATION/EXPERIENCE/QUALIFICATION:

Associate degree with four to five (4-5) years of experience, or High School Diploma with five To eight (5-8) years of experience in related field.

SKILLS/ABILITIES:

Good communication skills and an ability to establish effective working relations with people with varying skills and competencies.

Good analytical, detail-oriented, and decision-making skills.

Must be able to coordinate several different tasks at the same time, quickly analyze and resolve specific problems and cope with deadlines.

Knowledge of carpentry, electrical, painting, and plumbing is recommended.

Ability to communicate effectively in both English and Samoan. Some proficiency in accounting and financial analysis is important, as is having a working knowledge of project management activities and good computer skills. Professional appearance, dress, and attitude. Must have a driver's license.

Please submit your Resume & Application to the Development Bank of American Samoa located in Pago Pago - 2nd floor. Deadline to Apply: Open until filled.