

Honorable Lemanu P.S. Mauga
Governor

Honorable La'apui Talauega E. V. Ale
Lieutenant Governor



Max Tuitele
DHR Acting Director

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Deputy Director

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Acting Deputy Director

AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: Engineer II		Posting Date: November 18, 2024	Serial No.: 158-24
Department/Division: Public Works		Closing Date: November 22, 2024	Announcement No.: 158-24
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-15/\$21,715 - \$62,275p.a.	

General Description:

The primary objective of the position is to perform professional engineering work on a variety of civil highways projects; to coordinate, supervise and perform engineering work of moderate complexity re: the planning, design, inspection and administration of construction and maintenance projects; to manage assigned projects and perform a variety of engineering support services including the planning, checking and preparation of bid summaries and cost estimating; to contribute to the maintenance and operation of the existing government assets; to ensure engineering compliance with local and or federal regulations, standards and ordinances.

Key Duties and Responsibilities:

- Provide technical engineering expertise and project management skills in the planning, design, administration and construction of Civil Highway Projects.
- Conduct field visits, prepare property descriptions, review land surveys and coordinate right of way and archaeological clearance.
- Conduct preliminary design studies to assess the economic viability of different construction options.
- Design and prepare engineering plans, specifications and cost estimates for specific environmental and sanitary public works projects.
- Prepare construction drawings, standards and technical specifications; prepare bidding documents where required.
- Assist in pre-bidding / pre-construction conferences, evaluating bids and the awarding of contracts.
- Project management (design or construction) and administer system improvement projects / contracts.

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Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
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- Review construction designs and construction schedules.
- Check for adequacy of design, hydraulics, grading, cost estimates, soils reports, and other factors where required.
- Regularly inspect the status of construction projects, assist in setting grades, alignments and make necessary construction changes where required.
- Manage construction projects and or design project team and assure project compliance and delivery.
- Perform computer analysis of engineering problems.
- Meet with all parties concerned to facilitate the resolution of problems, conflicts and issues relating to engineering projects.
- Prepare, review and update construction schedules where required.
- Inspect as-built construction drawings and make sure all construction activities are accurately documented and entered into GIS / AutoCAD records.
- Check, verify and endorse progress payments to contractors / consultants.
- Where the requirements of the project dictate, assign, review and evaluate the work of support engineers / technicians and support staff involved in surveying, GIS, planning, estimating and inspections.
- Coordinate the integration of assigned projects and activities with other departments, government agencies, federal agencies and regional institutions.
- Receive, review and prepare correspondence to contractors, consultants, agencies, developers, property owners and other DPW divisions / departments etc. where required.
- Review, approve and coordinate project work requests to assure their timely completion and adherence to plans, specifications, regulatory codes and ordinance.
- Enforce project compliance to all utility agencies (ASPA & ASTCA), ASG and Federal standards, regulations and policies.
- Act as an engineering resource for day-to-day DPW operations.
- Maintain and recommend engineering work, products, plans, designs, methods and procedures.
- Maintain, improve and update plans, drawings, specifications, manuals and engineering standards.
- Collect and analyze performance data and reports.
- Develop and formulate standard operating procedures.
- Perform economic, technical and environmental analysis where directed.
- Conduct engineering research and remain abreast of new technology and developments in the operation, maintenance and management of water / wastewater systems.
- Provide information to the public including community awareness presentations on civil highways proposed projects; attend meetings and conferences; make presentations to management, the board and legislative bodies where required.

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Knowledge, Skills, and Ability:

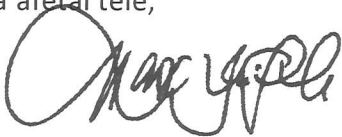
- Extensive experience with Microsoft Office software.
- Highly organized and ability of multi-task to accomplish multiple objectives.
- Report writing and data management.
- Must have effective written and verbal communications skills.

Academic and Experience Requirements:

- Applicant must have a master's degree from an accredited college or university plus one year of work experience.
- OR a bachelor's degree plus 3 years of experience and 1 year of supervisory experience.
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Max Tuitele
Acting Director, Department of Human Resources

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