



American Samoa Community College
Agriculture Community & Natural Resources Division
EMPLOYMENT OPPORTUNITY

Position Title: ACNR Station Manager
Employment Status: Full Time 12 months (Career Service)

General Description:

The Station Manager is responsible for the day-to-day operations, maintenance, planning, and long-term stewardship of the facilities, grounds, and equipment of the College's agricultural experiment station within the Division of Agriculture, Community, and Natural Resources. The Station Manager supports the Division's research, extension, and instructional programs in agriculture, forestry, health and wellness, youth development, and family and consumer sciences by overseeing the care and upkeep of the experiment station's physical infrastructure as needed to further the Division's services to the community.

Responsibilities and Duties:

Administrative

- Supervise custodians, handymen, carpenters, and other station staff to ensure efficient daily station operations
- Manage and track job orders, maintenance requests, and facility support activities
- Enforce facility access, security, and operational policies
- Maintain inventory records for station supplies, equipment, and vehicles
- Maintain organized files and documentation for vehicle inspections, servicing, repairs, maintenance activities, and procurement records
- Be on-site during regular working hours to oversee station operations and respond to operational needs
- Remain on-call for facility emergencies and urgent operational issues outside regular working hours
- Other duties as assigned

Technical

- Perform basic maintenance and repairs involving plumbing, electrical systems, carpentry, small engines, exercise equipment, and building hardware
- Oversee preventive maintenance and servicing of air conditioning systems, fire alarm systems, elevators, and other critical infrastructure
- Coordinate and supervise electrical, plumbing, carpentry, AC, and related work performed by contractors and outside vendors
- Conduct and document routine vehicle inspections, including checks of fluid levels, tires, safety, and overall operating condition
- Arrange and coordinate vehicle servicing and repairs with authorized dealers
- Help monitor construction, renovation, and refurbishing projects to ensure compliance with program and facility requirements and safety standards
- Support facility safety and environmental compliance, disaster preparedness, and emergency response activities and planning in coordination with ASCC and ACNR leadership and relevant agencies as required

Planning

- Monitor supplies and equipment and implement procurement and maintenance schedules to ensure continuous operations
- Coordinate with Research and Extension personnel to plan and allocate space for research, demonstration, and experimental field plots
- Assist in planning and coordinating landscaping and grounds maintenance activities in collaboration with Forestry and other programs

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- Establish communication and emergency response procedures with ASCC PFM, ASPA, ACNR leadership, and program personnel during outages, storms, and emergencies to minimize operational disruptions and protect facilities and research activities

Reporting

- Provide regular updates to the Director, Program Directors, Senior Researcher, and Program Managers regarding vehicle inspections, servicing schedules, repairs, facility conditions, and operational issues
- Document inspections, maintenance activities, repairs, vendor services, and emergency response actions in a timely and accurate manner
- Report and address facility safety, maintenance, and compliance concerns with ACNR leadership and relevant agencies as needed

Minimum Qualifications:

- High school diploma
- Ten (10) years of relevant experience, including three (3) years in leadership capacity
- Professional knowledge in Trades
- Skills: strength and stamina to work on one's feet throughout the day, walk stairs, lift moderately heavy objects, do moderately strenuous work indoors and outdoors
- Knowledge of proper procedures for cleaning floors, carpets, restrooms, windows, furniture, etc.; Basic electrical, plumbing, carpentry, small-engine repair; Basic vehicle maintenance; Tracking, record-keeping, scheduling; Project Management; Inventory and asset management; Comfortable and competent in communicating with tradesmen and contractors and enforcing accountability; Excellent communication, leadership and supervisory skills; Good analytic, troubleshooting, and problem-solving skills; Detail-oriented and persistent in monitoring and addressing issues promptly as they arise; Proactive mindset to prevent problems; Positive customer service attitude in supporting divisional programs; Strong spoken and written Samoan and English language skills

Salary Range: GS-14/01-03: \$ 45,564.00 - \$ 47,904.00 per annum

Application Deadline: August 10th, 2026 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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