



**American Samoa
Power Authority**

Human Resource Department, Tafuna
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PUBLIC JOB POSTING

<i>Position Title</i>	Security Officer I	<i>Posting Date</i>	February 8, 2024
<i>Department</i>	Security	<i>Deadline</i>	February 23, 2024 – 4:00 p.m.
<i>Division</i>	Support Services		
<i>Position Type</i>	Career Service - 12 months' probation	<i>Starting Pay Range</i>	\$7.26/hr - \$7.56/hr
<i>Reports To</i>	Security Supervisor	<i>Job Grade/Status</i>	C/4/A – C/5/A

Major Duties & Responsibilities

Makes periodic patrols around buildings and grounds examining doors, windows, and gates to ensure they are properly secured; ensures proper identification of employees and/or visitors; maintains logs of all vehicle entries and departures including driver and passenger identification & equipment; reports irregularities such as fire hazards, leaking water pipes, oil leaks and spills in ASPA plant, and security doors left unlocked; investigates disturbances; and in the event of emergency, maintains order and safety of personnel; protects ASPA property against misuse and theft by immediately following reporting procedures and reporting illegal activities including theft, property damage, etc. Prepares daily attendance roster; answers phones and assists plant operators during plant & system outages; assists with facility maintenance as assigned and required (yard cleanup, office maintenance, etc.); makes recommendations on improving safety and security measures and processes; and performs other tasks as assigned by Security Supervisor.

Minimum Requirements

<i>Education</i>	High School diploma or equivalent.
<i>Experience</i>	Minimum of one (1) year in Security field or related area preferred.
<i>Knowledge, Skills & Abilities</i>	<p><i>Skilled in:</i> written and oral communications (i.e. reporting, answering phones; basic computer skills), discerning wrongful and adverse activities before they manifest and immediately act to prevent them.</p> <p><i>Ability to:</i> operate office equipment such as fax, computer, landlines, cellphones, wireless radios etc.; maintain good and healthy habits; remain alert and watchful especially during swing and graveyard shifts; prove he/she is honest; work in an outside environment; report perpetrators regardless of relationship; walk and stand for long hours; take over another security officer's shift when necessary; work overtime if necessary at assigned ASPA sites.</p>
<i>Requirements:</i>	Must possess valid driver's license and have reliable transportation; must be easily reached during time off; be flexible with working hours, plant assignments, and shifts; be able to speak English & Samoan, and also have unblemished police and vehicle record. Must have an excellent attendance record from current or former employer.

Qualified applicants: Submit a completed ASPA Employment Application with a copy of your resume to ASPA Tafuna (address listed above) by the deadline listed above. Attach copies of credentials and transcripts. Candidates selected for hire must pass examinations (when applicable), pre-employment clearances & test negative on pre-employment drug test. Salary will commensurate with experience and education.

An Equal Opportunity Employer * A Drug Free Workplace