



**American Samoa
Power Authority**



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PUBLIC JOB POSTING

<i>Position Title</i>	ROW Lead	<i>Posting Date</i>	July 25, 2024
<i>Department</i>	Procurement	<i>Deadline</i>	August 7, 2024 – 4:00 p.m.
<i>Division</i>	Support Services		
<i>Position Type</i>	Career Service - 12 months probation	<i>Pay Range</i>	\$13.38 - \$13.93 per hour
<i>Reports To</i>	Procurement Manager	<i>Job Grade/Status</i>	H/4/A – H/5/A; Non-Exempt

Major Duties & Responsibilities

The primary objective of this position is to coordinate the acquisition of rights-of way and obtain approvals from Landowners for ASPA to enter their land during surveying projects and the like. Key duties and responsibilities are as follows:

- Contact Landowners and secures the necessary Easements and/or Licenses in order for ASPA to perform a job;
- Assist ASPA divisions and their respective Project Managers with keeping the public safely away from the site during any and all ongoing work;
- Assist Procurement Manager to ensure that Easements are notarized by the Landowner before a project begins;
- Perform routine office duties which shall include but not limited to the proper filing and archiving of ROW documents;
- Processes and records land use documents/permits, and the like with appropriate agencies;
- Briefly give a description of the job to Landowners prior to the starting date of the job;
- Assist Engineers when problems occur with Landowners during a project as in a dispute of the Land by other members who may or may not be residing on the land, and/or have some familial connection to the land;
- Responsible for bringing in Landowners' ID's and Matai titles' Registration Certificate to photocopy for the ROW files.
- Responds to and resolves difficult and sensitive inquiries and complaints;
- Responsible for submitting weekly operational reports to the Procurement Manager.
- On occasion, may be called upon to represent ASPA's interests at PNRS meetings, Village Council meetings, Samoan Affairs, and the like.
- Regular and reliable attendance is a must.

Minimum Requirements

<i>Education</i>	High school diploma or equivalent.
<i>Experience</i>	Preference will be given to an individual who holds a Matai Title registered with the ASG's Registrar Office.
<i>Skills, Abilities, Job Requirements</i>	<ul style="list-style-type: none"> • Must be fluent in English and Samoan, both written and oral. • Must be proficient in Windows and MS Office Programs, including Word, Excel, and Access. • Must be detail oriented, organized, have an ability to work independently and to multi-task. • Basic laws and procedures pertaining to land rights in American Samoa • Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner • Must be personable, responsive, able to interact with attorneys and work with various other people in the network including Senior Leaders, Department Directors and Administrators, as well as third parties Must have a good attendance record from former employment.
<i>Working Environment</i>	<ul style="list-style-type: none"> • Work may be performed in an office environment, with routine field assignments. Field assignments occur in all weather conditions, and are subject to stressful situations when dealing with property owners. Some work is performed in undeveloped terrain.

Qualified applicants: Please submit a completed ASPA Employment Application with a copy of your resume to ASPA (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 employment drug test. ASPA reserves the right to waive education and experience requirements as necessary. Salary will commensurate with experience and education. No phone inquiries accepted.

An Equal Opportunity Employer * A Drug Free Workplace