



**American Samoa  
Power Authority**

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## PUBLIC JOB POSTING

<i>Position Title</i>	<b>Warehouse Technician I</b>	<i>Posting Date</i>	<b>March 3, 2025</b>
<i>Department</i>	<b>Warehouse</b>	<i>Deadline</i>	<b>March 14, 2025 – 4:00 p.m.</b>
<i>Division</i>	<b>Support Services</b>		
<i>Position Type</i>	<b>Career Service - 12 months' probation</b>	<i>Pay Range</i>	<b>\$9.96/hour \$20,718.72/annual</b>
<i>Reports To</i>	<b>Warehouse Supervisor</b>	<i>Job Grade/Status</i>	<b>D/1/A, Non-Exempt</b>

### *Major Duties & Responsibilities*

Receives, unloads and records parts, equipment, tools and other supplies. Meets with customer department personnel to determine priorities and requirements. Indicates part numbers, description, quantity and codes on stock issue and repair order sheets. Unloads, unpacks, inspects, loads, moves, stores and records the movements and storage locations of materials within the warehouse and as necessary inputs information on various data bases. Loads and unloads materials by hand or by the use of mechanical lifting equipment. As required, expedites the delivery of materials and on occasion orders standard items regularly carried in inventory. Issues or transfers materials to customer department personnel or other warehouse locations and maintains appropriate records and inputs information on data base. Recommends inventory levels be changed, substitutions be made or new items be stocked. Aids with the reconciliation of discrepancies and damage with vendors, trucking and courier companies, accounts payable and procurement staffs, as required. Under direction, determines appropriate transportation methods and coordinates pickup and delivery of materials with trucking, courier companies, and vendors. Insures proper packaging of goods prepares bills of lading. Returns incorrect stock and obsolete parts to appropriate vendors. Receives, categorizes and stores reusable stock and salvage. Aids in stocktaking and cycle counts functions and the investigation and reconciliation of discrepancies. Report safety issues to the Warehouse Supervisor or Warehouse Technician II. Ensures the security of the warehouse. Complete house-keeping duties to maintain the warehouse in a clean, tidy and safe condition and reference materials current. Drives a light truck to pick up and deliver materials when required. Performs related work as required.

### *Minimum Requirements*

<i>Education</i>	Associates degree in business administration or related field preferred.
<i>Experience</i>	Minimum of three (3) years' experience in practical warehouse operations with possession of a valid driver's license. Having a commercial license is an added advantage.
<i>Skills, Abilities, Job Requirements</i>	<ul style="list-style-type: none"> <li>• Ability to coordinate work assigned.</li> <li>• Knowledge of inventory control and warehousing practices.</li> <li>• Proficiency with required computer systems.</li> <li>• Ability to maintain simple records.</li> <li>• Ability to understand and execute oral and written-instructions.</li> <li>• Ability to establish and maintain effective working relationships. Physical strength and agility sufficient to perform the work of this class.</li> <li>• Must have an excellent attendance record from current or former employer.</li> </ul>

***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. No phone inquiries accepted. **Salary will commensurate with experience and education.**

***An Equal Opportunity Employer \* A Drug Free Workplace***