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

JOB ANNOUNCEMENT

Job Title: <i>Environmental Specialist III</i>	Posting Date: <i>April 04, 2024</i>	Serial No.: <i>041-24</i>
Department/Division: <i>American Samoa Environmental Protection Agency/Water Program</i>	Closing Date: <i>April 25, 2024</i>	Announcement No.: <i>041-24</i>
Type of Position: <i>Permanent</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS – 14 \$19,567-\$55,057 p.a.</i>

General Description:

The ASEPA (American Samoa Environmental Protection Agency) Environmental Specialist III – Laboratory Branch Manager works under the general guidance of the Water Program Division Head. The incumbent plans, develops, coordinates, and directs all aspects of the laboratory program and staff for all sampling, monitoring, and analyses required by and coordinated with other American Samoa Environmental Protection Agency branches and programs such as the water quality branch, pesticide branch, and technical services program. Also, the incumbent actively participates in American Samoa Environmental Protection Agency research on marine and freshwater ecosystems, including but not limited to project-specific planning and implementation of statistical design of monitoring plans and the evaluation of laboratory and field methodologies.

Key Duties and Responsibilities:

- Plans, organizes, directs, and coordinates all water quality laboratory program activities and takes necessary action to ensure compliance with established American Samoa Environmental Protection Agency and United States Environmental Protection Agency Region 9 policies, priorities, objectives, and procedures. Accomplishes the development and directs the implementation of American Samoa Environmental Agency strategies and guidance relevant to professional, highly technical, and/ or administrative work that involves all major aspects of ASEPA environmental laboratory program activities.
- Provides a broad technical and program direction and guidance to all members of the laboratory (and advises the Water Program Division Head) in their conduct of regulatory and programmatic actions with an understanding of ASEPA environmental statutory objectives and a broad understanding of program objectives regarding water quality monitoring and assessment activities
- Responsible and accountable for developing and implementing appropriate changes in the water quality laboratory's program

This is an Equal Employment Opportunity Employer

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799

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"Commitment to Service and Integrity"

- strategy. Establishes procedures by which goals are pursued and curtails, expands or modifies the laboratory program's output commitments
- In directing the program, the supervises and manages laboratory and/or administrative staff. Supervisory/managerial authority includes designing sampling schedules and directing Pollution Control and Nearshore Water Quality Monitoring Programs and the Safe Drinking Water Program. ASEPA assigns work to laboratory staff and evaluates completed work for scientific soundness
- Conducts training sessions for laboratory personnel and ensures that laboratory staff update and maintain individual U.S. EPA Laboratory Certification for Microbiological Analysts. Also the incumbent will direct and perform all Quality Assurance procedures and complete all records required to maintain U.S. EPA Laboratory Certification for the ASEPA laboratory.
- Develops and establishes a Quality Assurance/Quality Control Program for the sampling, monitoring, transportation, and analyses of water quality samples for both on-island and off-island analyses conducted for all program activities. In this regard, the American Samoa Environmental Protection Agency establishes and maintains a continuing cooperative working relationship with a wide array of officials, including the U.S. EPA program manager, consulting and laboratory firms, local ASG agencies, and public interest and village groups
- Responsible for all laboratory and specific program reporting requirements to the U.S. EPA. The ASEPA keeps abreast of new techniques and findings in the analytical laboratory field, performs literature searches and gathers information from varied sources as necessary to design approaches to difficult analytical problems (as appropriate) in support of marine and freshwater research projects
- Responsible for developing and managing a budget for laboratory analytical equipment, field equipment (including vehicles), materials and supplies
- Responsible for the supervision of laboratory personnel, including advising, counseling, or instruction on work and administrative matters; hearing and resolving complaints; identifying and arranging for developmental and training needs; and evaluating work performance

Knowledge, Skills and Ability:

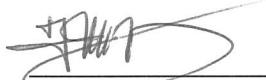
- Must be detail orientated and hold excellent communication, writing, and interpersonal skills
- Fluently write both in English and Samoan
- Excellent computer skills
- Proficiency in Access and Word
- A professional level knowledge of microbiological and chemical analytical principles, theories, practices, and establishes methodology sufficient to serve as authority in identifying, defining, and resolving problems in laboratory analysis and in applying new developments in making decisions and recommendations that significantly change, interpret, or develop important programs.
- Ability to develop budget and analytical spreadsheets
- A good working knowledge of U.S. Environmental Protection Agency approved laboratory procedures required for QA/QC program approval Laboratory Certification
- Must be able to make supervisory decisions and be able to use initiative, resourcefulness, and knowledge of the field and laboratory to accomplish the overall objectives of the American Samoa Environmental Protection Agency laboratory.
- Able to adapt and develop new approaches and identify areas that need methods development, and to relate technical development to the work and needs of the laboratory program

Academic and Experience Requirements:

- Applicant must have a Master's Degree from an accredited college or university plus three years of work related experience OR Bachelor's Degree from an accredited college or university plus five years of work related experience and three years of supervisory capacity
- Salary will commensurate with degree and 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