American Samoa Power Authority

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PUBLIC JOB POSTING

Position Title	**Site & Safety Coordinator**	*Posting Date*	**October 9, 2026**
Department	**TBC**	*Deadline*	**Until Filled**
Division	**Support Services**		
Position Type	**Career Service – 12 months' probation**	*Pay Range*	**Salary commensurate with qualifications & experience**
Reports To	**Chief Operations Officer**	*Job Grade/Status*	**TBD, Exempt**

Major Duties & Responsibilities

The Site & Safety Coordinator is responsible for developing and maintaining safety policies, practices, and procedures for the American Samoa Power Authority. Key duties and responsibilities include but are not limited to:

- Safety Compliance & Inspections: Conduct regular site checks and ensure safety compliance for all projects across all divisions.
- Reporting & Meetings: Provide weekly safety reports on ongoing projects, conduct divisional safety meetings, update safety committees, and establish new committees as needed.
- Emergency Preparedness: Serve as custodian of the company's emergency response plan, and organize training for employees on emergency procedures, including fires, accidents, and other disasters.
- Program Management & Hazard Control: Plan, implement, and manage safety programs—using administrative and technical controls—to eliminate or reduce workplace hazards.
- Enforcement & Operations: Execute and enforce policies related to fire prevention, accident prevention, vehicle control, office safety, first aid, risk management, and environmental control.
- Awareness & Wellness: Lead promotional activities to drive health and safety awareness, participate in company wellness initiatives, and attend external seminars to remain updated on industry developments.
- Additional Duties: Perform other related duties as assigned.

Minimum Requirements

Education	Bachelor's degree in health science, management, or similar field. Certifications in OSHA, or other health and safety related areas are an added advantage
Experience	Ten (10) years related work experience in health and safety compliance, management and training (ideally within a utilities environment) will be considered in place of the required minimum educational requirement.
Skills, Abilities, Job Requirements	• Knowledge gained through practical experience in health and safety management, compliance and training • Knowledge of health and safety regulations relating to utilities re: EPA, PPA, PWA, USCG, USEPA and NRECA • Skills in verbal and written communication. • Good interpersonal skills. • Effective trainer/facilitator conducting health and safety meeting/training sessions. • Highly organized with the ability to manage multiple demands utilizing independent judgment and personal initiative. • Computer literate and competent in using standard office software. • Ability to prioritize work and meet deadlines without a great deal of supervision. • Ability to conduct safety inspections / compliance audits.

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.*