American Samoa Power Authority

Human Resource Department, Satala
PO Box PPB, Pago Pago
American Samoa 96799
Phone No: (684) 644-2772
Fax No: (684) 644-1337

PUBLIC JOB POSTING

Position Title	**Auto Shop Foreman**	*Posting Date*	**October 23, 2026**
Department	**Auto Shop**	*Deadline*	**4:00 PM, November 12, 2026**
Division	**Facilities, Security & Maintenance**		**37,335.22, J/1/A**
Position Type	**Career Service – 12 months probation**	*Pay Range*	**$17.95 per hour**
Reports To	**Auto Shop Supervisor**	*Job Grade/Status*	**J/1/A**

Major Duties & Responsibilities

The primary objectives of the position is to perform as the Auto Shop Foreman: assist the Auto Shop Supervisor in overseeing the maintenance and repair of all ASPA vehicles and heavy equipment on a daily basis; oversee the daily operation schedule for all service and repair orders of the ASPA Fleet; observe and checks on all work performed by the staff relevant to the repair and maintenance of the ASPA Fleet; ensures that all required reports are completed and turned in regularly; works closely with the Auto Shop Supervisor to ensure cost effectiveness of all shop operations, mainly with the ordering of parts and materials to service and repair ASPA's fleet; trains the mechanics on the performance of their duties to improve the quality of their work.

Oversee the Auto Shop's daily floor operation in the maintenance and repair of all ASPA vehicles and heavy equipment; Assist with scheduling vehicles for service and maintenance per PM Calendar; Liaise with local vendors, off island vendors and Procurement for the sourcing and supply of parts and materials as required; Assist with technical and complicated repairs on vehicles and equipment using scanner tools and online pro-demand access; Prepare cost and material estimates where required; Control and monitor fuel stocks for all vehicles; maintain records and re-order fuel supplies as required; Ensures all shop equipment and tools are inventoried and accounted for on a regular basis; Perform all housekeeping duties in keeping workshop clean and tidy; Keeps staff in line according to policy and work requirements and discipline them when needed

Minimum Requirements

Education	High School diploma or equivalent. Journeyman Mechanic in Automotive Engineering.
Experience	One (1) of the following: 1. Two (2) years related work experience in automotive maintenance and repair is required in addition to the minimum educational requirement having been obtained. 2. Four (4) years related work experience in automotive maintenance and repair will be considered in place of the required minimum educational requirement.
Skills, Abilities, Job Requirements	Must have knowledge gained through practical experience in the construction, operation and diagnosis of internal combustion, diesel engines and hydraulic systems; knowledge of the tools and equipment used in the diagnosis, overhaul, repair and adjustment of motor vehicles and heavy equipment; knowledge of auto electronics, on-board computers, scanner and how to access them for diagnosing problems; knowledge of the hazards and safety precautions involved with the work. Must be computer literate and competent in using standard office software. Have ability to read and understand technical manuals, reports and instructions including schematic drawings and diagrams. Have skills in the use of automotive mechanical and electronic tools and equipment. Skills in following prescribed procedures in the repair and maintenance of motor vehicles. Have good verbal and written communication skills.. Have a valid driver's license and clean police / driving record.

Qualified applicants: *please submit a completed ASPA Employment Application with a copy of your resume to ASPA Satala (address listed above) by the deadline listed above. Please 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. ASPA reserves the right to waive education and experience requirements as necessary.*

No phone inquiries accepted.
An Equal Opportunity Employer * A Drug Free Workplace