



## **Assistant Project Manager: Hickam Medical Clinic**

### **Responsibilities**

Support the Project Manager with all operations and custodial services for the 15<sup>th</sup> Medical Group located at Joint-Base Pearl Harbor-Hickam, United States Coast Guard (Wahiawa) and Hawaii Department of Transportation (Mapunapuna and Halawa).

Comply with and abide by the Performance Work Statement (PWS) as outlined by the customer (15<sup>th</sup> Medical Group, USGS, HDOT).

Training and supervise housekeeping team members.

Oversee that all safety protocols and policies are being followed.

Oversee that quality service standards are being met by all team members.

Act as Project Manager when Project Manager is absent.

Perform direct labor custodial duties as assigned.

Position reports to the Project Manager.

Must be available Monday to Friday between 6:30 am and 6:30 pm. Saturday 8:00 am to 3:30 pm.

Paid Federal Holidays, sick leave, and vacation after 1 year of continuous employment.

### **Minimum Qualifications**

5+ years of daily and periodical custodial experience (preferably in a medical facility, not mandatory)

Must be comfortable with working with individuals who may have disabilities.

Must have an EM-385-1-1 Certification or OSHA 30-hour construction safety class certification (or equivalent), or be able to successfully complete either course prior to employment. Either course may be taken online and will be 100% tuition reimbursable by NEi upon successful completion.

Strong attention to detail, interpersonal, written, and communications skills.



Proficient use of a smart phone and laptop computer.

Proficient in using MS Word, Excel, Outlook, and web-based software.

Must be comfortable with both administrative duties and custodial duties.

Must be able to pass military background check, physical and drug test.

Must be able to provide verification of, or obtain, the following vaccines: Hepatitis B, Influenza, MMR, Varicella, Tetanus, diphtheria, pertussis, and TB test within the last 12-months (Hickam Medical Clinic Requirement).

Hawaii driver's license and vehicle (when driving for work related business mileage will be reimbursed according to the current IRS regulations).

### **Salary Range**

\$50,000 + depending on experience and qualifications

Health and Welfare benefit of an additional \$1.63 to \$4.23 per hour paid toward a retirement account

Medical & Dental coverage

Paid sick leave, holidays, and vacation