



Quality and Safety Manager: Hickam Clinic Custodial

Responsibilities

Oversee all quality standards and safety policies as outlined in Performance Work Statement (PWS) for the 15th Medical Group located at Joint-Base Pearl Harbor-Hickam. 5 Buildings ranging in size from 2000 sqft to 60,000 sqft. Total square footage responsible for is 75,000 sqft.

Conduct bi-weekly and annual safety trainings.

Conduct daily quality and safety checks.

Perform custodial duties as needed.

Prepare daily, weekly, and monthly quality and safety reports.

Interact with clinic and contracting personnel and leadership team

Must be on site at the Hickam Medical Clinic.

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

Minimum Qualifications

3+ years of quality assurance and safety compliance experience

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 a pre-employment military background check, physical and drug test.

Must be able to provide verification of, or obtain, the following vaccines: COVID-19, 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 & Benefits

\$55,000 + 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

Additional benefits