

Alternate Site Manager

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Company: Amentum

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

Purpose and Scope:

The Alternate Site Manager co-manages the day-to-day operations, maintenance, personnel, and services in accordance with contract requirements.

Essential Responsibilities:

ASM-Manages basic support services and accompanying labor force for assigned location. Co-manages team of USNs supervising skilled workers in multiple departments under the contract to ensure that all requirements are met as defined in the Performance Work Statement. The ASM is jointly responsible for meeting work requirements, including scheduling of personnel, work supervision, and quality control, when requested by the Site Manager. Oversees scheduling of workloads with the various departments in accordance with operational and program requirements. Communicate new requirements, concerns, and issues to Site Manager/PMO for resolution. Provides for sufficient and viable contract performance through effective leadership of the site, to include compliance with quality and safety/environmental standards. Effectively co-manage any employee management issues that may arise. Closely supervises equipment and material within assigned area of responsibility. Submits timely reports as required. Responsible for keeping the Company, PMO, and military leadership apprised on current status of operations, as required. Will be designated to serve in an extended absence of the Site Manager and have the full authority to act for all functions relating to daily contract operation in the absence of the SM. Performs all other position related duties as assigned or requested. Assures the assigned tasks are performed within the specified timeframes while meeting safety and quality standards as

required by the program. Provides input to the Site Manager/Customer on any issues as it relates to fire alarm and fire suppression contract requirements.

Minimum Position Knowledge, Skills and Abilities Required:

REQUIRED QUALIFICATIONS & EXPERIENCE: ASM-Minimum of three (3) years management experience. Must have a minimum of eight (8) years of experience in any of the related requirements: facilities operations, asset visibility, material control/logistics, operations management, HVAC, maintenance, electrical systems, repair (OM&R), heavy equipment, security barriers, structures/locksmith maintenance, fire suppression systems or fire alarm systems. Must have experience working with US government/military personnel to include host nation military personnel. ASM must be knowledgeable in NFPA requirements and have NFPA certification. Organizational skills, computer literacy, and demonstrated expertise of research methodologies. Shall be knowledgeable and supervise all aspects of assignment of qualified personnel, scheduling workload, developing programs and procedures to satisfy customer requirements, coordinating with on-base support, preparing official correspondence, evaluating improvement suggestions, and knowledge of chain of command and protocol. Compliance with fire, safety, and environmental protection requirements. Background displaying ability to staff, organize, lead and manage a diverse work force larger than 40 people. Willingness to work shifts and extended hours in support of 24/7 operations. Ability to exercise discretion and make effective decisions. Solid communications skills, strong interpersonal skills. Strong ability to work as a member of a diverse, dynamic team. Outstanding problem-solving skills and sound judgment. Possess excellent communication, analytical, project management and supervisory skills. Must have ability to write routine reports and correspondence to management and/or the military. Ability to adapt to frequent change and a fast-paced work environment. Strong interpersonal skills and ability to deal with others in a positive, customer-focused manner. Desktop computer skills are essential with proficiency in full range of Microsoft Office applications and should be capable of preparing management level reports and presentations. Must be able to multi-task and meet deadlines. Valid State driver's license required. Ability to obtain and maintain a SECRET security clearance.

REQUIRED EDUCATION: Must have a High School Diploma or equivalent. Associates degree or equivalent combination of academic/technical/military training and experience.

PREFERRED QUALIFICATIONS: Experience in managing personnel in a military environment or on a government contract overseas.

Must be able to obtain and maintain a SECRET US Government Clearance. Note: US Citizenship is required to obtain a SECRET Clearance.

Work Environment, Physical Demands, and Mental Demands:

Typical office environment with no unusual hazards, occasional lifting to 30 pounds, constant sitting while using the computer terminal, constant use of sight abilities while reviewing documents, constant use of speech/hearing abilities for communication and constant mental alertness. Candidate will be expected to go around regularly to various shops on the contract and be exposed to outside elements to include weather. Must possess planning/organizing skills and must be able to work under deadlines. Must have the ability to work well with others, to include the Government.

Amentum is proud to be an Equal Opportunity Employer. Our hiring practices provide equal opportunity for employment without regard to race, religion, color, sex, gender, national origin, age, United States military veteran's status, ancestry, sexual orientation, marital status, family structure, medical condition including genetic characteristics or information, veteran status, or mental or physical disability so long as the essential functions of the job can be performed with or without reasonable accommodation, or any other protected category under federal, state, or local law.

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