EMPLOYMENT ANNOUNCEMENT
CM of 11/16/2023

Position Title: Maintenance & Ground Worker

Grade and Salary (P/L): Grade: PL – 7/1-7/5
Salary: $8,785.00-$10,025.00 p.a.

Ministry and Division: Ministry of Health & Human Services

Location: Majuro

Reports to: Associate Administrator & Support Service

JOB PURPOSE: To perform repair and general maintenance of facilities, building, grounds and equipment. The work will include electrical, carpentry, plumping, painting and air-conditioning tasks.

KEY RESPONSIBILITIES:
1. Repair and replacement of defective equipment
2. Preventive maintenance activities
3. Safe handling of equipment
4. Perform other duties within the capacity, qualification and experience normally expected from person occupying a position as this classification.

MAIN DUTIES AND OUTCOMES:
1.1 Repair and treats structures such as showers, floors, sinks, walls, carpets and roofs and other equipment of the Ministry.
1.2 Perform minor repairs such as troubleshooting and adjustment of locks on cabinets, locks, closets, desks etc.
1.3 Repair and/ or change filters on ventilating, heating, and air conditioning units.
2.1 Service kitchen and other related appliances and emergency equipment
2.2 Perform preventive maintenance and proper measures for safeguarding the machinery against degradation
3.1 Maintain cleanliness in the storage and maintenance of tools or machinery.
3.2 Assist in transportation of furniture and equipment
3.3 Contribute to a safe environment and cleanliness of the unit.
4.1 Adhere to and cooperate with all policies and procedures of the Ministry and relevant legislation
DESIURABLE REQUIREMENTS:
Qualification:
- Minimum of Associate degree in Electric Carpentry, Plumping or Air Conditioning
- Valid Driver License

Skills/ Experience:
- Minimum of 5 years work experience in the Electric, carpentry, plumping an/ or Air Conditioning fields;
- Through knowledge about various power and hand tools;
- High Level of interpersonal skills and the ability to facilitate effective communication among all level of staffs, patients and outside organizations;
- Ability to assess situations and make appropriate judgements;
- Attention to detail;
- Reliable with excellent timekeeping;
- Self-motivated with a willing and friendly approach;
- Demonstrate ability to function both, independently and in collaboration with other health care professional

FILING INSTRUCTIONS:
Secure application form from the Public Service Commission’s Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email address: (pscrmi.recruit@gmail.com).

Issued by the Public Service Commission on this 30th November, 2023

[Signatures]
Mr. Michael Koneflos
Chairman, PSC

Ms. Amente Matthew
Commissioner, PSC

Mr. Edward O’Brien
Commissioner, PSC