



**REPUBLIC OF THE MARSHALL ISLANDS**  
**OFFICE OF THE PUBLIC SERVICE COMMISSION**

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*EA NO: RMI-172-23*  
*Opening Date: 11/30/23*  
*Closing Date: Until filled*

**EMPLOYMENT ANNOUNCEMENT**  
**CM of 11/16/2023**

|                                |  |  |
|--------------------------------|--|--|
| <b>Position Title:</b>         | <b>Maintenance &amp; Ground Worker</b>               |  |
| <b>Grade and Salary (P/L):</b> | <b>Grade: PL – 7/1-7/5</b>                           | <b>Salary: \$ 8,785.00-\$10,025.00 p.a</b> |
| <b>Ministry and Division:</b>  | <b>Ministry of Health &amp; Human Services</b>       |  |
| <b>Location:</b>               | <b>Majuro</b>  |  |
| <b>Reports to:</b>             | <b>Associate Administrator &amp; Support Service</b> |  |

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

**KEY RESPONSIBILITIES:**

1. Repair and replacement of defective equipment
2. Preventive maintenance activities
3. Dafe 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

**DESIRABLE REQUIREMENTS:**

**Qualification:**

- Minimum of Associate degree in Electric Carpentry, Plumbing or Air Conditioning
- Valid Driver License

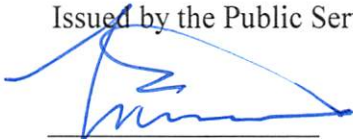
**Skills/ Experience:**

- Minimum of 5 years work experience in the Electric, carpentry, plumbing 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](mailto:pscrmi.recruit@gmail.com)).

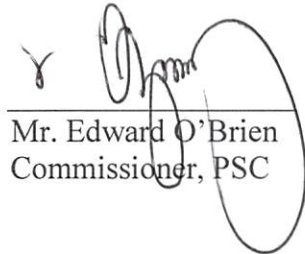
Issued by the Public Service Commission on this *30<sup>th</sup> November, 2023*



Mr. Michael Konelios  
Chairman, PSC



Ms. Armenta Matthew  
Commissioner, PSC



Mr. Edward O'Brien  
Commissioner, PSC