



Republic of the Marshall Islands
Office of the Public Service Commission

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EA NO: 186-26
OPENING DATE:10/12/26
CLOSING DATE:10/26/26

EMPLOYMENT ANNOUNCEMENT

Ref to CM: 10/1/26 & 8/11/26

Position Title:	Chief of Roads & Grounds Carpentry	
Starting Grade and Salary (P/L):	PL 13/1-13/3	\$27,000.00-\$30,000.00 per annum
Ministry and Division:	Ministry of Public Works, Infrastructure & Utilities	Division of Roads & Grounds
Location:	Majuro	
Reports to:	Assistant Secretary for Operations	

JOB PURPOSE:

To lead and manage the Roads and Grounds functions of the Ministry by ensuring the effective planning, coordination and delivery of repair and maintenance works for public roads, drainage systems and government grounds. The Chief is responsible for overseeing Roads & Grounds personnel, equipment and resources to ensure services are delivered efficiently, safely and in accordance with established standards.

KEY RESPONSIBILITIES:

1. Plan and oversee daily operations related to repair and maintenance of public roads, drainage systems and government grounds;
2. Oversee Roads & Grounds personnel and resource deployment, while coordinating with heavy equipment operators, technical staff and laborers to ensure efficient service delivery;
3. Develop and implement work plans, maintenance schedules and service priorities;
4. Ensure proper utilization, maintenance and safeguarding of equipment, tools and materials;
5. Coordinate activities with other divisions, ministries, contractors and stakeholders as required;
6. Monitor and manage division budgets, resource allocation and operational costs;
7. Ensure compliance with occupational health and safety standards and relevant regulations;
8. Prepare and submit regular reports on operational performance, progress and issues; and
9. Perform other duties as assigned by the Assistant Secretary for Operations.

MAIN DUTIES AND OUTCOMES:

- 1.1 Oversee routine and preventive maintenance of public roads, drainage systems and government grounds;
- 1.2 Ensure timely execution of job orders and maintenance activities; and
- 1.3 Maintain service delivery standards that support safe, reliable and functional infrastructure.
- 2.1 Oversee and manage deployment of personnel, equipment and materials across all assigned activities;
- 2.2 Coordinate with heavy equipment operators and technical staff to ensure work is carried out effectively and efficiently; and
- 2.3 Monitor work progress and provide direction to maintain quality and productivity.
- 3.1 Ensure proper use, maintenance and storage of machinery, tools and equipment;
- 3.2 Coordinate routine servicing and repairs to minimize downtime; and
- 3.3 Maintain accurate records of equipment usage and condition.
- 4.1 Prepare annual and periodic work plans and budgets for the division;
- 4.2 Monitor expenditures and ensure efficient use of financial resources; and
- 4.3 Support procurement planning and implementation in accordance with government procedures.
- 5.1 Coordinate with internal divisions, project teams and external stakeholders;
- 5.2 Provide timely reports on progress, challenges and resource needs; and
- 5.3 Support emergency response and recovery activities as required.
- 6.1 Ensure adherence to occupational health and safety policies and procedures;
- 6.2 Identify and mitigate risks in operational activities; and
- 6.3 Promote a culture of safety and accountability within the division.

MINIMUM QUALIFICATIONS:

- 1 Diploma or degree in civil works, construction management, landscaping or a related field;
- 2 Minimum of five (5) years of relevant experience in road maintenance, landscaping (including tropical and coastal environments), infrastructure operations or a related field, including at least two (2) years in a supervisory or coordination role; and
- 3 An equivalent combination of technical training, trade certification and relevant work experience in roads, public grounds and landscaping.

DESIRABLE REQUIREMENTS:

1. Strong leadership and management skills;
2. Ability to plan, organize and manage multiple operational activities;
3. Good communication and coordination skills;
4. Knowledge of road maintenance, drainage systems, public grounds and landscaping management;
5. Practical experience in tropical landscaping and coastal environment conditions;
6. Demonstrated ability to manage personnel and resources effectively;
7. Strong work ethic, integrity and accountability; and
8. Ability to work under pressure and respond to urgent operational needs.

FILING INSTRUCTIONS:

Secure application forms from the Public Service Commission's Office in Majuro and the Office of Deputy Chief Secretary on Ebeye or may inquire further by contacting the following PSC email addresses: pscrmi.recruit@gmail.com webpage: pscrmi.net.

The Completed application must be received at the Public Service Commission by: 26th of October, 2026.

Issued by the Public Service Commission on this day: 12th of October, 2026.



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC