



Republic of the Marshall Islands
Office of the Public Service Commission

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EA NO: RMI-123-25

OPENING DATE: 08/04/2025

CLOSING DATE: 08/13/2025

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 07/22/2025

| | | |
|--------------------------------|--|--|
| Position Title: | Facilities Engineer | |
| Grade and Salary (P/L): | Grade: PL 18/3 | Salary: \$50,000.00-\$60,000.00 per annum+ 20%SD if on standby (plus housing) |
| Ministry and Division: | Ministry of Health and Human Services | Kwajalein Atoll Health Care Services |
| Location: | Ebeye | |
| Reports to: | Deputy Secretary of KAHCS- Frequently Coordinator Support Services- Frequently Chief of Staff- Occasionally | |

JOB PURPOSE: To Manage services and processes that support the core Operation and Maintenance of Hospital Facilities and their surroundings.

KEY RESPONSIBILITIES:

1. Management and advice
2. Ensure safety requirements
3. Perform other duties within the capacity, qualification and experience normally expected from person occupying position as this classification.

MAIN DUTIES AND OUTCOMES:

- 1.1 The person in this position manages, plans, and directs the day-to-day facility operations and maintenance of hospitals
- 1.2 To ensure that the establishment runs without problems.
- 1.3 He/she manages buildings and grounds as well.
- 1.4 He/she formulates policies, manages daily operations, and maintains smooth operations at an establishment
- 1.5 Writing of internal SOPs for relevant areas
- 1.6 To focus on using excellent business practice to improve efficiency, by reducing operating costs while increasing productivity.
- 1.7 Advise and manage the hospital administrator with the planning of Majuro Hospital.
- 1.8 A Facilities Engineer must coordinate and work in tandem with the Hospital Administration on issues related to effective office management.
- 1.9 Analysis of potential improvements
- 1.10 Troubleshooting any issues with the plant utility systems

- 1.11 Review and monitoring of current processes to optimize efficiency
- 2.1 Areas of direct responsibility might include environmental, health and safety issues, electrical engineering or HVAC (heating, ventilation and air conditioning)
- 2.2 Oversight of improvement or installation projects
- 2.3 Training of other staff on safety procedures
- 2.4 The manager ensures the safety of the building or establishment from fire, flood and other hazards and makes sure that all the equipment and other facilities are working properly.
- 2.1 Design of new processes or procedures across the facility
- 2.2 To also assess current conditions of electrical, plumbing, air conditioning, and other essential utilities and specialized equipment including medical equipment for safety requirement.
- 3.1 Supervision of junior facilities staff
- 3.2 Training of other staff on safety procedures
- 3.3 They initiate an active campaign on the safety of the building and create a schedule of regular evaluations of the facilities.
- 3.4 They are tasked with managing in-house maintenance and engineering staff, recruiting facilities service staff, and training them to ensure competent work output.
- 3.5 Participates in preparing the budget, so that the facilities maintenance team will have adequate funds for its operation and maintenance.
- 3.6 He/she also evaluates the work quality of his staff and subordinates and makes sure that high safety standards are being followed and maintained.
- 3.7 Areas of direct responsibility might include environmental, health and safety issues, electrical engineering, or HVAC (heating, ventilation and air conditioning)
- 3.8 On top of this, the Facilities Engineer should use performance management techniques to monitor and demonstrate the achievement of agreed service levels.
- 3.1 Scheduling of routine maintenance
- 3.2 Budgetary responsibilities
- 3.3 They must also coordinate with other Agencies (sample i.e. PMU, etc.) for other needs.

DESIRABLE REQUIREMENTS:

Qualifications:

- Registered and Licensed Electrical or Mechanical Engineer with at least Fifteen (15) Year experience in Building and Property Management, administrative support, accounting & finance.
- Fifteen (15) years' work experience in the field.

Skills:

- He/she must have the ability to establish and maintain effective working relationships with people with varying skills and competencies.
- He/she should be detailed, oriented, analytical decision-makers, and also have good communication skills.
- They must be versatile and can multi-task to be able to do several tasks at the same time, quickly analyze and resolve specific problems, and cope with deadlines.
- Must be a team player to be able to manage the entire facilities service staff.
- Advanced knowledge and understanding of building operations and support, proficiency

- in accounting and financial analysis is also an advantage.
- Some big establishments require certification or look for a Certified Facility Engineer.

FILING INSTRUCTIONS:

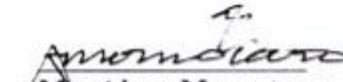
Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email address: (pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by: **13th of August, 2025**

Issued by the Public Service Commission on this **4th of August, 2025**



Mr. Jendrikdrik Paul
Acting Chairperson, PSC



Mr. Almo Momotaro
Commissioner, PSC