



Republic of the Marshall Islands
Office of the Public Service Commission

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EA NO: RMI-141-25

OPENING DATE: 09/01/2025

CLOSING DATE: Until Filled

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 08/22/2025

Position Title:	HVAC/ Electrician	
Grade and Salary (P/L):	Grade: PL 11/1-11/3	Salary: \$21,000.00-\$23,000.00 per annum+ 20%ED
Ministry and Division:	Ministry of Health and Human Services	Kwajalein Atoll Health Care Services
Location:	Ebeye	
Reports to:	Facilities Engineer- Frequently Deputy Secretary of KAHCS- Occasionally Coordinator of Support Services- Occasionally	

JOB PURPOSE: The HVAC/Electrician will be responsible for groundwork to repair and maintain the heating, ventilation, and air conditioning units of the Facility. This also includes the electrical work, troubleshooting assessment, repairs, maintenance of air conditioning and electrical equipment including new installations.

KEY RESPONSIBILITIES:

1. Repairs and maintain HVAC and electrical systems
2. Provide reports to Facility Engineer regarding equipment status
3. Ensure safety of the workplace

MAIN DUTIES AND OUTCOMES:

- 1.1 The HVAC and electrical technician perform the Preventive Maintenance plan develop by the Facilities Engineer
- 1.2 Attend unscheduled or corrective maintenance to restore the equipment to its serviceable status
- 1.3 Work with other Facility technicians to attend to other building needs and particularly in emergency situations
- 1.4 Attend to new AC installation (Split type or window type) as per request of Facility Engineer
- 1.5 Oversee and maintain the electrical system main power source, distribution side (Panel boards) circuit breakers, cabling to ensure safety and good working conditions
- 1.6 Must be familiar with using electrical measuring devices (Clamp Meter, Voltage meter, Insulation Resistance tester, etc) and HVAC devices (Gage manifold, temperature and pressure reader, airflow metering, etc)
- 1.7 Must know how to fill out the Preventive Maintenance checklist for HVAC and electrical systems prepared by Facilities Engineer

- 1.8 Reports to Facilities Engineer for any tasks assigned resolved or unresolved issues and recommend for remedial action
- 1.9 Can work with minimal supervision and flexible time in case there is a need for emergency repairs
- 2.0 HVAC technician can work both for split type unit, central chiller unit (Air cooled chilled water system and direct expansion type) with air handling units, AHU, fan motors, water pumps, etc)
- 2.1 Electrical technicians must be familiar with both single phase and 3 phase systems, line to line, line to neutral connections and can troubleshoot equipment controllers, PLC type and conventional type
- 2.2 Electrician must know how to operate the backup generator set and perform the required testing frequency
- 2.3 Perform other duties as may be required by the Facilities Engineer to ensure building equipment working conditions
- 2.4 Supervise and performs replacement of consumable and minor repair parts including air filters, heap filters, fan belts for AHU's and exhaust fan, gaskets, and overhaul seal kits for the chiller water pumps, actuator valve and thermostats, filter driers, sensors, refrigerant, oil, exhaust fan motor, equipment corrosion control, paint, and system parts
- 2.5 Provide technical guidance and directions in repair and on replacement of major parts or components for the chillers; chiller compressor, Air Handler Unit (AHU's) or AHU motors, Pre-cooling (PCCU's); this includes the replacement of duct insulation where necessary.
- 2.6 Providing technical skills in monitoring cooling systems: Chilled water pumps, condensate pumps, ice machines, constant volume air handlers, electrical, digital, mechanical seals and pneumatic controls.
- 2.7 Provide technical skills in monitoring replacement and repair of gaskets, overhaul seal kits, electrical and piping systems for the Booster Water Pump systems and minor repair parts at the main boards for the washer and driers, belts, electrical, and plumbing systems on all laundry equipment.
- 2.8 Perform replacement of consumable and minor repair parts including water filter, electrical and plumbing systems on all kitchen equipment; provided as needed, mechanical support to the hospital vehicles especially the ambulance.
- 2.9 Make recommendations to the O&M Engineer of needed equipment replacement and tolls to perform these duties mentioned and implement preventive maintenance program for all these equipment and units. Carry out other duties as assigned by the Operation and Maintenance Engineer or the Hospital Administrator.

DESIRABLE REQUIREMENTS:

Qualifications:

- Graduate from a recognized college or university with BS Electrical Engineering or equivalent diploma in Vocational Course or Trade School in HVAC/ Electrical
- Registered and Licensed Electrical Engineer or related course from an accredited program with HVAC experience in operation and maintenance with at least ten (10) Years' experience in Building and Property Management, administrative support, accounting & finance

- Minimum of two (2) years of work experience in 100-ton Chiller (HVAC) trades including two (2) years of supervisory and at least Ten (10) years' work experience in the field

Language:

- English/Marshallese Language

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 HVAC/Electrician.

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 **1st** of *September, 2025*



Mr. Jendrikdrik Paul
Acting Chairman, PSC



Mr. Almo Momotaro
Commissioner, PSC