



POHNPEI PORT AUTHORITY

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VACANCY ANNOUNCEMENT

No. PPAVA10-23

POHNPEI PORT AUTHORITY, A PUBLIC CORPORATION OF THE POHNPEI STATE GOVERNMENT, IS NOW ACCEPTING APPLICATIONS FOR THE POSITION FOR:

POSITION: Caretaker Outer-islands Airfields (Mwoakilloa)
SALARY: Grade-2 Starting at \$8,560.00 Per Annum (COLA Include)
LOCATION: Pohnpei Port Authority
Dekehtik Island, Pohnpei State
OPENING DATE: August 24, 2023
CLOSING DATE: September 22, 2023

SUMMARY: Performs landscaping, custodial and minor maintenance assignments to maintain the grounds and facilities at the assigned outer-island airfield and otherwise serves as the person to contact on behalf of the Pohnpei Ports Authority at the assigned location.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Regularly inspects the properties, facilities and equipment at the assigned location to assure proper functions and services of the airfield. Performs custodial, landscaping and minor maintenance tasks to assure operation and service of the airfield, and immediately reports items needing major repairs and/or maintenance to the Facilities & Construction office.
2. Serves as the person to contact regarding services at the assigned airfield on behalf of the Pohnpei Ports Authority. Provides and compiles information according to procedures, or refers inquiries to the appropriate office of the Pohnpei Ports Authority as instructed. Prepares and submits periodic reports according to procedures.
3. Regularly collects and disposes of trash, garbage and debris on the grounds, runways, airfields and in parking lots and other open areas of the airfield to keep such areas free of refuse and similar materials. Assures that such refuse is disposed of properly and according to established procedures. Otherwise performs related tasks to assure the appearance and service of the areas assigned.

4. Regularly mows grass, cuts weeds and bushes; trims trees; and performs similar tasks using hand tools, lawn mowers, bush cutters, chain saws and other power equipment to maintain the appearance of assigned areas and to assure that facilities are unobstructed. Such areas include, but are not limited to runway shoulders, visual aids, safety zones, fencing perimeters, and parking lots. Otherwise performs related tasks to assure the appearance of the grounds and that the assigned areas are free of obstructions.
5. Plants shrubbery, trees and decorative foliage in planters and assigned areas, and maintains such landscape items with water and fertilizers as instructed. Maintains decorative plants and shrubs in offices as instructed.
6. Applies safe work practices on the job and otherwise follows rules and regulations regarding safety and security in the work place.
7. Maintains good working relationship with the Outer islands Chief, Mayor and other officials of the assigned Islands.
8. Performs other duties assigned by the Supervisor.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

HOW TO APPLY:

Application forms can be obtained from the office of the Pohnpei Port Authority at Dekehtik Island, Pohnpei State. Completed applications or resume should be submitted to the same office no later than the closing date of this vacancy announcement.