



POHNPEI PORT AUTHORITY

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VACANCY ANNOUNCEMENT

No. PPAVA03-24

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

POSITION: Custodian

SALARY: Grade – 2 \$11,060.00 COLA Included.

LOCATION: Pohnpei Port Authority
Dekehtik Island, Pohnpei State

OPENING DATE: March 12, 2024

CLOSING DATE: March 29, 2024

SUMMARY: Performs custodial assignments to maintain the appearance and sanitation of the buildings and facilities of the Pohnpei Ports Authority.

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

1. Regularly collects and disposes of trash, garbage and debris in the buildings, facilities and common areas to keep such areas of Pohnpei Ports Authority free of refuse and similar materials, and to assure that facilities are unobstructed. Assures that such refuse is disposed of properly and according to established procedures. Otherwise performs related tasks to assure the appearance of the areas assigned.
2. Regularly sweeps, mops, polishes and otherwise cleans floors, walls and facilities including windows using cleaning solutions, hand tools and power equipment to maintain the appearance of assigned areas. Otherwise performs related tasks to assure the appearance of the grounds and that the assigned areas are free of obstructions.
3. Regularly cleans and sanitizes restroom facilities according to procedures to maintain the appearance of assigned areas. Assures that restrooms are adequately supplied with toilet paper, hand towels, hand soap and other standard supplies.
4. Posts signs according to procedures to caution persons when cleaning and maintenance activities are in process, and to warn of wet floors, obstructions and similar hazards.

5. Performs other custodial and related maintenance tasks to assure the appearance of the buildings, facilities and common areas, and that the assigned areas are free of obstructions.
6. Reports damaged facilities, malfunctions, and other items needing maintenance and repairs as encountered in the performance of duties.
7. Assists the grounds keeping crews in the related maintenance of grounds and properties as required.
8. Applies safe work practices on the job and otherwise follows rules and regulations regarding safety and security in the work place.
9. Other duties maybe assigned by the supervisors.

EDUCATION AND EXPERIENCE:

High school diploma or general education degree (GED) plus three (3) months work experience and/or training; or equivalent combination of education and experience.

HOW TO APPLY:

Application forms can be obtained from the Human Resource Office at the Pohnpei Port Authority, Dekehtik Nett, Pohnpei. Completed application and other required documents shall be returned to the same office no later than closing date of this announcement.