



VACANCY ANNOUNCEMENT 24-8

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POSITION TITLE : MAINTENANCE TECHNICIAN I
SALARY : PAY LEVEL 12/1 (\$725.38 B/W)
LOCATION : PROPERTY MANAGEMENT OFFICE
Judiciary (Koror and Ngerulmud)
OPENING DATE : August 30, 2024
CLOSING DATE : Until Filled

REQUIRED MINIMUM QUALIFICATIONS:

- High School Diploma plus practicum experience
 - Practicum experience: at least one (1) year in any of the following:
 - Carpentry
 - Plumbing
 - Electrical
 - Auto Mechanics
- Demonstrate a professional attitude towards work at Judiciary with emphasis on strength of character, honesty, confidentiality, resourcefulness in finding solutions to problems, good judgment and dedication to hard work.
- Demonstrate the ability to plan and manage work commitments
- Demonstrate openness to learning new things that will enable incumbent to carry out duties effectively and efficiently including but not limited to continuing education and cross-training.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Perform emergency clean ups including but not limited to bathroom facilities, wet floors and areas, and overflowing trash bins.
- Restock supplies for bathrooms and other public areas.
- Assist departments with equipment and furniture relocation and rearrangement.
- Assist ground maintenance by keeping the public open space clean, grass and plants neatly trimmed and appealing.
- Inspect buildings and other structures to determine functional systems and detect malfunctions and needed repair making notes and recommendations to supervisor.
- Perform minor electrical maintenance to include but not be limited to replacement or minor repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.)
- Perform minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, etc.)
- Perform minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.)
- Diagnose and repair automotive systems, including engines, transmissions, and electrical components.
- Perform routine maintenance and repairs on vehicles and equipment.
- Perform other duties as assigned by Supervisor.

HOW TO APPLY: Application form can be obtained from the Office of the Clerk of Courts of the Palau Supreme Court in Koror or Ngerulmud or from Judiciary website. Completed application along with all necessary documents shall be addressed to Ms. Shaina N. Shiro, Human Resource Specialist, and submitted to the Clerk of Courts in Koror or in Ngerulmud.