



DOE HUMAN RESOURCES OFFICE

CHUUK STATE SCHOOLS SYSTEM

EMPLOYMENT OPPORTUNITY

The Department of Education wishes to recruit an appropriately qualified and motivated FSM citizen who works well under pressure and is willing to take personal leadership for his/her professional development. US citizens or third nationals shall be employed only when qualified FSM citizens are not available. All interested applicants are requested to contact the DOE HR Office or the Department of Education @ (691) 330-5430/6730 for more information.

EA. No. **CSSS-017-2014**

Opening Date: 23 June 2014

Closing Date: 23 July 2014

Position/Title: **Facilities, Maintenance and Transportation Coordinator**

Grade/Step: PL 29-30

Salary: \$11,375.52 to \$12,149.28 p/a

Location: Division of Administration and Personnel
Department of Education
Weno, Chuuk State

Position Supervised by: Chief, Division of Administration and Personnel

SUMMARY:	The Facilities, Maintenance, and Transportation Coordinator is responsible for planning, organizing, and directing the maintenance, operations, and transportation services of the department. Manages the grounds, custodial, skilled maintenance, transportation, security, warehouse, and other unit functions. Participates in various construction planning and development activities. Assures efficient and cost-effective departmental operations. Functions as an effective member of the Division's leadership team.
ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Plan, organize, control, and direct department-wide maintenance, operations, security, transportation services, and warehouse operations• Establish standards for proper cleanliness, safety, and building maintenance/repair; grounds maintenance; transportation and warehouse operations.• Confer with and direct supervisory and lead personnel and school officials regarding methods and procedures of work, supply, and equipment requirements,

	<p>and assist in resolving operational problems and conflicts.</p> <ul style="list-style-type: none"> • Communicate with department and site administrators and personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors, and others concerning facilities maintenance and operations services. • Schedule, assign, and inspect work; analyze staffing requirements and make recommendations; schedule and arrange training, as needed. • Meet schedules and timelines. • Analyze, modify, and modernize work methods and procedures to increase efficiency and cost-effectiveness. • Develop and implement short- and long-range plans and programs related to facilities maintenance. Research, compile, analyze, and interpret technical data related to large-scale maintenance and operations projects; estimate costs for labor and materials; prepare bid specifications. • Assure compliance with a variety of health and safety regulations related to equipment operation, toxic waste, and asbestos management; monitor an ongoing safety program. • Analyze project plans and make recommendations concerning work to be performed by outside firms; research, select, and approve the purchasing of equipment and supplies within established limitations. • Attend, chair, and conduct a variety of technical meetings and conferences related to assigned functions, when required. • Assure the preparation and maintenance of required records, reports, files, and lists, as appropriate; assure compliance with local, State, and federal laws, rules and regulations, as required. • Prepare comprehensive narrative and statistical reports. • Supervise and evaluate the performance of assigned personnel. • Perform other related duties, as assigned.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:	<ul style="list-style-type: none"> • Demonstrated ability to plan and manage grounds, custodial, skilled maintenance, automotive shop, transportation, security, and warehouse operations. • Schedule, direct, and control a diversified maintenance, operations and transportation program. • Develop and manage operations budgets. • Working knowledge of environmental, health, and safety issues and regulations related to employees, facilities, and property. • Participate in various construction planning and development activities. • Interpret, apply, and explain rules, regulations, policies, and procedures. • Establish and maintain cooperative and effective working relationships with others.

	<ul style="list-style-type: none"> • Flexibility to perform work within changing priorities. • Excellent oral and written communication skills. • Strong interpersonal skills including tact, patience, and courtesy. • Demonstrated ability to work harmoniously with staff, students, administrators, parents, and other community members. • Analyze situations accurately and adopt an effective course of action. • Operation of a computer and assigned software. • Develop and enforce work standards. • Work independently with minimal direction.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> • Bachelor's degree in Business Management or related field is required. • At least five years of experience in facilities, maintenance, and operations including warehousing and transportation are required. • Management experience in a school district in maintenance and operations or transportation is desirable.
POSITION REQUIREMENTS:	<ul style="list-style-type: none"> • Maintain professional appearance and conduct. • Consistently exercise professional judgment, including work habits, regular and timely attendance. • Able to work in an office environment, outdoors, and in a warehouse setting. • Physical demands: <ul style="list-style-type: none"> ○ Dexterity of hands and fingers to operate a computer keyboard. ○ Seeing to read a variety of reports and documents. ○ Sitting for extended periods of time. ○ Hearing and speaking to exchange information. ○ Physically capable of travelling by small ocean vessel/boat and small airplanes. ○ Physically capable of walking long distances and climbing heights.
MATERIALS AND EQUIPMENT USED:	<ul style="list-style-type: none"> • Personal computer. • General office equipment such as telephones, fax, and copy machines. • Word processing software including Word, PowerPoint, Excel, and additional special software required for the position.

TO APPLY:

Applicants must obtain application and submit or e-mail application and/or resume to:

Human Resources Office
Department of Education

Weno, Chuuk FM 96942
(691) 330-5430/6730
augustinetakashy@gmail.com