

	MIMRA Position Description
1	Authority: Marshall Islands Marine Resources Authority
2	Job Title: KAFMC Maintenance Staff
3	Pay Level: 7.1
4	Location and Working Conditions: Physical Demands The Maintenance staff needs to possess the physical stamina and strength to lift heavy tools and spend a great deal of their workday on their feet or even contorted in an awkward position while they make a repair. Environmental Conditions The maintenance staff is constantly asked to work and assist in different fields of operations, from maintenance work to marketing offish products, to processing and value adding. No shortage of work for incumbent Sensory Demands The incumbent shall spend long hours attending to the maintenance of facility, facility equipment, and transport vessels. When daily schedule is cleared shall offer assistance to the other Operation procedures prioritizing the marketing, processing and value adding offish products. The Maintenance staff will jump from one station to the next, always keeping busy with a workload that would require a lot of physical activities (May contribute to Physical and mental fatigue) while maintaining high levels of attentiveness and concentration to ensure that all tasks are accurate and completed on a timely manner. Mental Demands There are a number of demands and pressure associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues
5	Purpose: The Maintenance Personnel is responsible for maintaining and repairing KAFMC facility and its equipment including the (Project owned) community fishing boats. They must be able to fix furniture, pipes and drains, change light bulbs, cleaning A/C units, replacing locks if necessary, trouble shoot facility equipment, ensure that facility interior and exterior are always clean, and to collect and empty garbage. The Maintenance Personnel's primary responsibilities include; maintenance and up keeping of fish facility and its equipment including the community fishing boats and transport vessels.

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	Must have extensive trouble shooting experience and knowledge and must possess proficient experience and skills using special tools and equipment that are necessary to complete daily tasks. They must be able to follow blueprints and directions on how certain repairs should be made. The Maintenance Personnel should always be prepared to suddenly drop one task to manage an emergency repair. On top of all that, maintenance staff members handle simple responsibilities such as cleaning A/C units, clearing pipes and drains, applying paint and rust proof solutions to facility and equipment, ensuring that facility interior, exterior and surroundings are clean and well maintained. If daily tasks are complete, the maintenance staff must assist in other operation procedures- prioritizing marketing, processing and value adding offish products.	
6	Position Responsibilities/Duties:	Performance Indicators:
6.1	Perform the day-to-day activities to ensure that Facility, equipment, and Project owned community boats are in excellent working conditions.	
6.2	Maintain Facility, equipment, and Project owned Community boats	
6.3	Report directly to Operation Manager to effectively set maintenance schedules of facility, facility equipment, project owned community boats, and transport vessels	
6.4	Assist in other operation procedures such as marketing, processing and value adding of fish products	
6.5	Other duties: Perform other related duties as required	
7	Reports Directly to:	KAFMC Manager
8	Person Specification for this Post:	
8.1	Role Related Skills/Capacity:	The incumbent must be able to demonstrate the following skills: - Equipment Maintenance -- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed. - Effective Communication skills.

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		• Coordination skills • Troubleshooting -- Determining causes of operating errors and deciding best course of action. • Time Management -- Managing one's own time and the time of others. • Quality Control Analysis -- Conducting tests and inspections of products, services, or processes to evaluate quality or performance
8.2	Communication and Language Skills:	•
8.3	Personal Attributes:	• Problem Sensitivity -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem. • Oral Expression - The ability to communicate information and ideas in speaking so others will understand. • Written Comprehension -- The ability to read and understand information and ideas presented in writing. • Time Sharing - The ability to shift back and forth between two or more activities or sources of information. • Ability to work well with others The incumbent must also demonstrate the following personal attributes: • Honest and trust worthy • Respectful • Possess cultural awareness and sensitivity • Flexible • Demonstrate solid work ethics
8.4	Education:	•
8.5	Experience:	• The incumbent would normally attain the required knowledge and skills through a certain amount years doing repair, restoration, and custodian work. • Must have vast experience in maintenance fields and must demonstrate exceptional ability to clean and fix things, be well organized, analytical and good with their hands, and most importantly must be an excellent listener; taking in information on a needed repair before forming their own diagnosis. Equivalencies will be considered. • The incumbent must have proficient knowledge in the following areas:

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		• Troubleshooting experience of facility equipment, ice machine, generators, and outboard engines • Knowledge and experience of fiberglass restoration • Knowledge and experience of carpentry work • Ability and knowledge to follow blue prints in building and repairing facility structures • Proficient with arithmetic to accurately order supplies and materials for construction or repairs
9	Endorsement:	
9.1	MIMRA Executive Director	Name: Sign: Date:
9.2	(insert position) (I certify that I have read and fully understand the responsibilities assigned to this position)	Name: Sign: Date:

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