



<b>MIMRA Position Description</b>									
1	<b>Authority:</b> Marshall Islands Marine Resources Authority - Maintenance Section								
2	<b>Job Title:</b> Mechanic								
3	<b>Pay Level:</b>								
4	<p><b>Location and Working Conditions: MIMRA Headquarters, Delap (Majuro)</b></p> <ul style="list-style-type: none"> <li>● Position Location: Majuro.</li> <li>● Two- year contract with 6-month probation period and possibility of extension subject to performance evaluation.</li> <li>● Full time (48 hours per week).</li> <li>● Occasional domestic travel to conduct maintenance work and training in the MIMRA facilities on Majuro, Ebeye and the outer islands. Possible international travel for meetings and/or training workshops.</li> <li>● Involves both indoor and outdoor work, depending on the job order/type of maintenance work required, and potentially hazardous environments.</li> <li>● Requires physical activities such as lifting, carrying, standing, bending, and operating various tools and equipment.</li> <li>● Require flexibility to accommodate maintenance needs and emergencies outside of regular working hours.</li> <li>● Consistent use of personal protective equipment, such as safety glasses, gloves, hard hats, steel-toed boots, etc.</li> </ul>								
5	<p><b>Purpose:</b> The Mechanic will assist the Chief of Maintenance in the hands-on works associated with the overall mechanical maintenance and body repairs of all MIMRA vehicles and vessels.</p>								
6	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"><b>Position Responsibilities/Duties:</b></th> <th style="width: 50%;"><b>Performance Indicators:</b></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">6.1</td> <td> <ul style="list-style-type: none"> <li>● Maintenance, repair, and inspection of MIMRA vehicles</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>● Develop schedule of work for all MIMRA vehicles and prepped/ready for yearly registration</li> <li>● Job order report for all incidences regarding MIMRA vehicles</li> <li>● Inventory of parts and materials on hand and entry into inventory database</li> </ul> </td> </tr> <tr> <td style="vertical-align: top;">6.2</td> <td> <ul style="list-style-type: none"> <li>● Maintenance, repair and inspections of marine engines</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>● Develop schedule of work for all MIMRA vessels and small boats to be prepped/ready and in compliance of T&amp;C regulations</li> <li>● Job order report for all incidences regarding MIMRA small boats and engines</li> <li>● Inventory of parts and materials on hand and entry into inventory database</li> </ul> </td> </tr> </tbody> </table>	<b>Position Responsibilities/Duties:</b>	<b>Performance Indicators:</b>	6.1	<ul style="list-style-type: none"> <li>● Maintenance, repair, and inspection of MIMRA vehicles</li> </ul>	<ul style="list-style-type: none"> <li>● Develop schedule of work for all MIMRA vehicles and prepped/ready for yearly registration</li> <li>● Job order report for all incidences regarding MIMRA vehicles</li> <li>● Inventory of parts and materials on hand and entry into inventory database</li> </ul>	6.2	<ul style="list-style-type: none"> <li>● Maintenance, repair and inspections of marine engines</li> </ul>	<ul style="list-style-type: none"> <li>● Develop schedule of work for all MIMRA vessels and small boats to be prepped/ready and in compliance of T&amp;C regulations</li> <li>● Job order report for all incidences regarding MIMRA small boats and engines</li> <li>● Inventory of parts and materials on hand and entry into inventory database</li> </ul>
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6.3	<ul style="list-style-type: none"> <li>Reporting of work and status</li> </ul>	<ul style="list-style-type: none"> <li>Update relevant staff of status of work requested</li> <li>Complete submitted job orders and summarize work done and hours for submission to Chief of Maintenance</li> </ul>
6.4	<p><b>Other duties:</b></p> <ul style="list-style-type: none"> <li>Perform other duties as may assigned from time to time by MIMRA</li> </ul>	<ul style="list-style-type: none"> <li>Flexible and be alert for on-calls in case of emergency situations.</li> </ul>
7	<b>Reports Directly to:</b>	Chief of Maintenance
8	<b>Person Specification for this Post:</b>	
8.1	<b>Role Related Skills/Capacity:</b>	<ul style="list-style-type: none"> <li>General knowledge and experience on servicing, maintenance, troubleshooting and repairs on both gas and diesel engines (auto and marine)</li> <li>General knowledge and experience on Mechanical and Electrical systems on both gas and diesel vehicles</li> <li>General knowledge and experience overhauling, timing adjustments and the use of a diagnostic scanner on both gas and diesel vehicles</li> <li>General knowledge and experience in both gas and arc welding, fabricating materials for auto body repair</li> </ul>
8.2	<b>Communication and Language Skills:</b>	<ul style="list-style-type: none"> <li>Able to read, write and speak English</li> <li>Able to read, write and speak Marshallese</li> </ul>
8.3	<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>Strength and endurance</li> <li>Broad technical knowledge</li> <li>Problem-solving skills</li> <li>Physical stamina and dexterity</li> <li>Basic computer skills</li> <li>Safety conscious and attention to detail</li> <li>Time management skills</li> <li>Adaptability</li> <li>General certifications</li> </ul>
8.4	<b>Education:</b>	<ul style="list-style-type: none"> <li>Relevant degree/certification/license holder or must have 5 years of experience in mechanical maintenance work.</li> </ul>
8.5	<b>Experience:</b>	<ul style="list-style-type: none"> <li>5+ years of experience in the mechanical maintenance work</li> </ul>
9	<b>Endorsement:</b>	
9.1	<b>MIMRA Executive Director</b>	<b>Name:</b> .....

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		<b>Sign:</b> .....
		<b>Date:</b> .....
9.2	<b>Mechanic</b> (I certify that I have read and fully understand the responsibilities assigned to this position)	<b>Name:</b> .....
		<b>Sign:</b> .....
		<b>Date:</b> .....

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