

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-23-045
Opening Date: 4/6/2023
Closing Date: 4/21/2023

OFFICE OF ADMINISTRATIVE SERVICES

Division of Personnel

Email: ysgpersonnel@gmail.com

It is the policy of the Government that qualified Federated States of Micronesia citizens be given first priority for employment consideration, with United States citizens and subsequently, third country national utilized in position for which qualified Federated States of Micronesia citizens are not available.

POSITION AND SALARY: Mechanic Technician
PL 2/1- \$136.80bw
\$ 3,556.80 PA

This is the minimum salary rate at step one of the grade. Higher steps, not to exceed 4, may be authorized in cases of hard-to-fill position where it is appropriate to the qualifications of the appointee.

LOCATIONS:

V & E Shop
Department of Public Works & Transportation
Yap State Government 96943

DUTIES:

Provide support and assistance to supervisor in leading repair and preventive maintenance service on all heavy equipment and machinery and evaluate and make recommendation on needed parts, materials and services.

MINIMUM QUALIFICATION REQUIREMENT:

High School diploma or equivalent and speaks, write, and read the English language. Must have experience with and skilled at arc and gas welding, operation of forklift, and vehicles. Must be able to follow instructions, lift up to 50 pounds and in good health.

Interested applicants must submit the following document:

1. A complete Yap State Government Employment Application Form.
2. Current Resume and copy of FSM Social Security Card.
3. High School Diploma or Copies of all training certificates and college degrees earned.
4. Police Clearance under 6 months old.
5. A minimum of three professional reference letters under 1 year old.
6. Valid driver's license.

SECURE EMPLOYMENT APPLICATION FORM FROM AND RETURN TO YAP STATE PERSONNEL OFFICE

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-23-044
Opening Date: 4/6/2023
Closing Date: 5/6/2023

OFFICE OF ADMINISTRATIVE SERVICES

Division of Personnel

Email: ysgpersonnel@gmail.com

It is the policy of the Government that qualified Federated States of Micronesia citizens be given first priority for employment consideration, with United States citizens and subsequently, third country national utilized in position for which qualified Federated States of Micronesia citizens are not available.

POSITION AND SALARY: Refuse Collection Program Manager
Ungraded \$ 390.40bw
\$ 10,150.40 pa

This is the minimum salary rate at step one of the grade. Higher steps, not to exceed 4, may be authorized in cases of hard-to-fill position where it is appropriate to the qualifications of the appointee.

LOCATIONS:

Refuse Collection Program
Department of Public Works & Transportation
Yap State Government 96943

DUTIES:

All Aspects of engineering, project management, project pursuits, and client relationship management for projects primarily focused on the municipal solid waste (MSW), industrial waste, and recycling industries, with an emphasis on system planning, engineering analysis, cost estimating, design, construction management, pollution control systems, and permitting/ regulatory compliance. Attends technical training sessions to improve knowledge of state and federal regulations and landfill management. Oversee waste management schemes, such as at landfill sites. Supervise the transportation of waste to ensure that it takes place efficiently without contaminating air, land or water sources. Assist with the development, promotion and implementation of new waste disposal schemes. Ensure compliance with current legislation in the transportation, handling and disposal of waste. Formulate and control the budget for waste disposal, collate statistics and compile reports often to strict deadlines. Monitor the quality and performance of waste services, including contract management of external providers. Assist with the development of information and promotional materials. Aim to meet waste reduction and recycling targets. Deal with enquiries and complaints from members of the public both in person and by phone or email. Investigate and follow up claims of the illegal dumping of waste and work with other waste regulation enforcement staff.

MINIMUM QUALIFICATION REQUIREMENT:

Bachelor's degree in Engineering or related. 10+/-years' experience, MSW facility or related experience preferred. Proven leadership and Project Management skills required. Professional engineer (PE) license is preferred but not required. Demonstrated understanding of clients relationship management and evidence of experience interacting directly with clients higher preferred. Proficient with Microsoft Office and familiarity with AutoCAD Civil 3D is a plus. Must be detail- oriented and team player with great communication, technical writing, analytical, organizational, and time management skills. Demonstrated experience in project development and execution in the Public and Private sectors.

Preferred Knowledge, skills and Abilities:

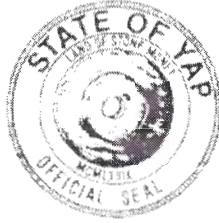
The ability to grasp difficult and dynamic regulations of the program. The capacity to explain, apply and monitor such legislation of the program. Effective communication skills, both oral and written, to deal with leaders and state reps. Patience and resilience to deal with difficult situations. Analytical, problem- solving and decision- making skills. Leadership and management qualities to lead the program. Good organizational and management skills. An interest in, and understanding of, the environment and sustainability issues. Good IT and general office skills and have a driver's license.

Interested applicants must submit the following document:

1. A complete Yap State Government Employment Application Form.
2. Current Resume and copy of FSM Social Security Card.
3. High School Diploma or Copies of all training certificates and college degrees earned.
4. Police Clearance under 6 months old.
5. A minimum of three professional reference letters under 1 year old.
6. Valid driver's license.

SECURE EMPLOYMENT APPLICATION FORM FROM AND RETURN TO YAP STATE PERSONNEL OFFICE

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-23-043
Opening Date: 4/6/2023
Closing Date: 4/21/2023

OFFICE OF ADMINISTRATIVE SERVICES

Division of Personnel

Email: ysgpersonnel@gmail.com

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POSITION AND SALARY: Trade Technician II
PL 5/1 \$163.20bw
\$4,243.20 PA

This is the minimum salary rate at step one of the grade. Higher steps, not to exceed 4, may be authorized in cases of hard-to-fill position where it is appropriate to the qualifications of the appointee.

LOCATIONS:

V & E Shop
Department of Public Works & Transportation
Yap State Government 96943

DUTIES:

Provide support and assistance to supervisor, lead mechanics, and welders in carrying out repair and maintenance services to heavy equipment, machinery, vehicles, and all related tasks.

MINIMUM QUALIFICATION REQUIREMENT:

High School diploma or equivalent and can speak, write and read the English language. Incumbent must have basic knowledge with hand tools and their application to equipment and machinery and of diesel and gas engines, and hydraulic machinery.

Interested applicants must submit the following document:

1. A complete Yap State Government Employment Application Form.
2. Current Resume and copy of FSM Social Security Card.
3. High School Diploma or Copies of all training certificates and college degrees earned.
4. Police Clearance under 6 months old.
5. A minimum of three professional reference letters under 1 year old.
6. Valid driver's license.

SECURE EMPLOYMENT APPLICATION FORM FROM AND RETURN TO YAP STATE PERSONNEL OFFICE

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-23-042
Opening Date: 4/6/2023
Closing Date: 5/6/2023

OFFICE OF ADMINISTRATIVE SERVICES
Division of Personnel

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POSITION AND SALARY: Yap Airport Manager
PL-15/1 \$291.20 B/W
\$7,571.20 P/A

This is the minimum salary rate at step one of the grade. Higher steps, not to exceed 4, may be authorized in cases of hard-to-fill position where it is appropriate to the qualifications of the appointee.

LOCATIONS:

**Airport Division
Public Works & Transportation
Yap State Government 96943**

DUTIES:

Inspects airport facilities, such as runways, aircraft and vehicular parking areas, terminal and baggage claim building and other facilities; Prepares work orders for routine maintenance and follows through on each project until their completion; recommends renovations to existing structures as well as for new construction or the setting aside of areas for airport operations purposes; Participates with appropriate district and Headquarters personnel in the development of Airport regulations, including flight advisory, programs, aircraft parking regulations, vehicular parking regulations, airport roadways and access regulations, terminal building facilities and concession regulations, etc. The above includes coordinating requirements with outside organizations such as private airlines and air clubs, scheduled airlines, and concessionaries; Maintains a constant and detailed program of inspection and maintenance as related to airport facilities and requests corrective action through appropriate channels for deficiencies noted; Keeps abreast of possible improvements to the Airport of the district and submits these recommendations to Director; Provide yearly division budget projections and requests to Director. Monitor and verify all collections made from division. Supervise all employees assigned to Airport Division. Performs such other airport management services as may be assigned.

MINIMUM QUALIFICATION REQUIREMENT:

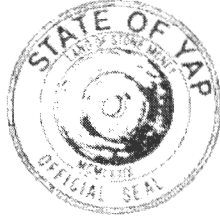
Any Combination equivalent to graduation from an accredited college or university in business management, aviation management or related fields and two years of progressively responsible experience in airport management operations/aviation management or directly related fields in the area of airport management or in aviation area. Must have own source of transportation to and from work, available to work day offs, has home and cellular phones in case needed to be contacted for emergencies or unscheduled flights, and able to use computer programs without difficulty. Must have the ability to speak and write well in English. Have a pleasant personality. Must be honest, firm and reliable. Must have the ability to work well with others.

Preferred Knowledge, Skills and Abilities:

Have the patience and ability to remain calm in stressful situations. Customers service skills. Critical thinking skills with positive attitude.

**SECURE APPLICATION FORMS
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STATE PERSONNEL OFFICE**

EXAMINATION ANNOUNCEMENT



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OFFICE OF ADMINISTRATIVE SERVICES

Division of Personnel

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It is the policy of the Government that qualified Federated States of Micronesia citizens be given first priority for employment consideration, with United States citizens and subsequently, third country national utilized in position for which qualified Federated States of Micronesia citizens are not available.

POSITION AND SALARY: Trade Technician I
PL 1/1 \$ 128.00 B/W
\$ 3,328.00 P/A

This is the minimum salary rate at step one of the grade. Higher steps, not to exceed 4, may be authorized in cases of hard-to-fill position where it is appropriate to the qualifications of the appointee.

LOCATIONS:

V&E SHOP
Department of Public Works & Transportation
Colonia Yap 96943

DUTIES:

Conduct preventive maintenance tasks such as monitoring lube oil level in heavy equipment and machinery, electrolyte in batteries, and coolant water level in radiators. Lubricate all lubrication service points in equipment and monitor oil, water and air leaks. Remove and replace expire lube oil, defective hoses, and belts. Assist lead mechanic in carry out repair services providing an extra hand in moving tools and materials needed to complete jobs. Assist welders when needed as well as house cleaning and other related tasks directed by supervisor. Abide by all applicable safety regulation, and attend equipment operation and maintenance training.

MINIMUM QUALIFICATION REQUIREMENT:

High school diploma or equivalent and speak, write and read the English language. Incumbent must have basic knowledge with hand tools and their application to equipment and machinery and of diesel and gas engines, and hydraulic machinery. Must be able to follow, lift up 50 pounds, and in good health.

Preferred Knowledge, skills and abilities;

Ability to demonstrate the following core values; integrity, high expectations, commitment, respect, dedication to team work and passion for the department.

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FROM AND RETURN TO YAP
STATE PERSONNEL OFFICE