



MIMRA Position Description									
1	Authority: Marshall Islands Marine Resources Authority - Maintenance Section								
2	Job Title: Electrical Technician								
3	Pay Level:								
4	<p>Location and Working Conditions: MIMRA Headquarters, Delap (Majuro)</p> <ul style="list-style-type: none"> ● Position Location: Majuro. ● Two- year contract with 6-month probation period and possibility of extension subject to performance evaluation. ● Full time (48 hours per week). ● 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. ● Involves both indoor and outdoor work, depending on the job order/type of maintenance work required, and potentially hazardous environments. ● Requires physical activities such as lifting, carrying, standing, bending, and operating various tools and equipment. ● Require flexibility to accommodate maintenance needs and emergencies outside of regular working hours. ● Consistent use of personal protective equipment, such as safety glasses, gloves, hard hats, steel-toed boots, etc. 								
5	<p>Purpose: The Electrical Technician will assist the Chief of Maintenance in the hands-on work associated with the overall maintenance and repairs related to electrical including A/C, refrigeration, backup systems, etc.</p>								
6	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Position Responsibilities/Duties:</th> <th style="width: 50%;">Performance Indicators:</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">6.1</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ● Execute preventive maintenance checks on the facilities electrical, mechanical, and other running systems </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ● Develop inspection and service maintenance schedule ● Monthly Job order report ● Inventory of parts and materials on hand and entry into database system </td> </tr> <tr> <td style="vertical-align: top;">6.2</td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ● Diagnostics and execute maintenance repairs/replacement on facilities </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ● Status report of down equipment (including needs request) ● Development schedule and maintenance plan for down systems ● Regular update reports to Chief of Maintenance ● Update inventory database of parts and materials used </td> </tr> </tbody> </table>	Position Responsibilities/Duties:	Performance Indicators:	6.1	<ul style="list-style-type: none"> ● Execute preventive maintenance checks on the facilities electrical, mechanical, and other running systems 	<ul style="list-style-type: none"> ● Develop inspection and service maintenance schedule ● Monthly Job order report ● Inventory of parts and materials on hand and entry into database system 	6.2	<ul style="list-style-type: none"> ● Diagnostics and execute maintenance repairs/replacement on facilities 	<ul style="list-style-type: none"> ● Status report of down equipment (including needs request) ● Development schedule and maintenance plan for down systems ● Regular update reports to Chief of Maintenance ● Update inventory database of parts and materials used
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	electrical, mechanical and other running systems	
6.3	<ul style="list-style-type: none"> Reporting of work and status 	<ul style="list-style-type: none"> Update relevant staff of status of work requested Complete submitted job orders and summarize work done and hours for submission to Chief of Maintenance
6.10	Other duties: <ul style="list-style-type: none"> Perform other duties that may be assigned by MIMRA 	<ul style="list-style-type: none"> Flexible and be alert for on-calls in case of power outages and emergency situations.
7	Reports Directly to:	Chief of Maintenance
8	Person Specification for this Post:	
8.1	Role Related Skills/Capacity:	<ul style="list-style-type: none"> Maintaining the power supply, equipment to reduce cost and periodic checks
8.2	Communication and Language Skills:	<ul style="list-style-type: none"> Able to read, write and understand English language
8.3	Personal Attributes:	<ul style="list-style-type: none"> Strength and endurance Broad technical knowledge Problem-solving skills Physical stamina and dexterity Basic computer skills Safety conscious and attention to detail Time management skills Adaptability General certifications
8.4	Education:	<ul style="list-style-type: none"> Relevant degree/certification/license holder or must have 5 years of experience in the electrical/ac/refrigeration field
8.5	Experience:	<ul style="list-style-type: none"> must have 5 years of experience in the electrical/ac/refrigeration field
9	Endorsement:	
9.1	MIMRA Executive Director	Name: Sign: Date:
9.2	Electrical/AC/Refrigeration Technician	Name:

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MIMRA

Marshall Islands Marine Resources Authority

	(I certify that I have read and fully understand the responsibilities assigned to this position)	Sign: Date:
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