

# Employment Opportunity

Re-advertisement [6]  
No: 2025-044

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**College of Micronesia-FSM**  
Human Resources Office P.O. Box 159  
Kolonia, Pohnpei, FSM 96941  
\*Phone: 691-320-2480 Email: hro@comfsm.edu.fm

Opening Date: March 10, 2025

Closing Date: April 9, 2025

Position and Salary:

**Maintenance Program Specialist**  
**K/7/A \$12,517.00**

No Extended Benefits

Location:

Yap Campus/Maintenance  
P.O. Box 286  
Colonia, Yap FM 96943

## College of Micronesia - FSM Mission Statement

The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.

\*For more info. please call COMFSM, Yap Campus @ 350-5149

## Values

**COMMITMENT EXCELLENCE TEAM**  
**LEARNER-CENTEREDNESS**  
**PROFESSIONALISM WORK**

**Class Description:** Responsible for the Campus' building and grounds maintenance program and supervises a group of several buildings, grounds, and allied maintenance workers under the supervision of the Campus Dean and the Director of Maintenance.

**Duties:** Manage and supervise the facilities maintenance and security and safety operations at the campus. Plan, lay, and inspect the work of a group of maintenance workers and/or other relevant workers engaged in the maintenance and repair of the Campus' building, grounds, paved and unpaved areas, and other structures; Inspects buildings, structures, equipments and grounds to locate conditions needing maintenance and schedules a preventive maintenance program; Receives work orders for needed repairs and assigns personnel to perform repairs; Inspect work in progress for proper workmanship and compliance with practices; Estimate labor; materials and equipments required for maintenance and repair jobs; Requisition equipment and materials; trains, supervises and evaluates work of subordinates; Prepares operational reports on activities; Participate in planned and in-progress capital improvement projects; Read, interpret, and implement blueprints and technical specifications; Maintain fiscal and other administrative records; Coordinate with technicians to assist in maintenance and repair of the generators; Monitor power usage for the campus and implements necessary actions to reduce energy use; Coordinate with other maintenance offices at other campuses as necessary; serve on committee and perform other related duties.

**Minimum Qualifications:** HS graduate. Eight (8) years of experience performing a variety of building repair work of which four (4) years shall account for experience as a fully competent worker (journeyman) and one (1) year shall have been in a supervisory capacity, planning and scheduling the work of other fully competent (journeyman) workers, assigning and reviewing their work, and providing on the job training. **Knowledge of:** basic practices and methods in the repair of buildings; including safety procedures; common hand and power tools, equipment and materials used in the carpentry, plumbing, painting, electrical, mechanical and electro-mechanical trades; electro-mechanical appliances used in homes and offices; principles and practices of supervision. **Ability to:** plan, lay out, assign, and review the work of a group of several building maintenance and/or related workers; develop a schedule of preventive maintenance and determine the need for building repairs; use hand tools and power tools utilized in a variety of building trades; ready blueprints, sketches, maintenance and repair jobs, and keep records and make reports; communicate effectively, understand and follow oral and written instructions; deal effectively with others in organizing and expediting work and responding to emergencies.

Foreign credentials must be equated to US standards using World Education Services at <http://www.wes.org>.

**Contact:** Applications are available at the College of Micronesia–FSM Human Resources Office, state campus sites or at the college's website at [www.comfsm.fm](http://www.comfsm.fm).

#### Application Procedure

Interested candidates must submit the following documents:

1. A letter of interest addressing how the candidate's professional qualification and experience match the minimum essential requirements of the position (not to exceed 3 pages);
2. COM-FSM application form (<http://www.comfsm.fm/jobs/HRdocs/employment08.pdf>);
3. A current resume which includes personal email address and cellular phone number;
4. Copies of college transcripts for all degrees earned;
5. A minimum of three professional reference letters under six months old;
6. Valid driver's license; and
7. Criminal background check under 6 months old.

Documents are to be submitted electronically to [hro@comfsm.edu.fm](mailto:hro@comfsm.edu.fm) (preferably as PDF attachments) or mailed to:

Human Resources Office  
College of Micronesia-FSM  
P. O. Box 159  
Pohnpei FM 96941

(U.S Postal Service domestic rates apply in the Federated States of Micronesia.)

Official and hard copies of college transcripts are required to be mailed directly from schools to HRO when a candidate is being considered.

The College reserves the right to request or require from any applicant additional documentation or certification in addition to the minimum requirements stated in this advertisement in order to be considered for this position. All persons applying must meet or exceed any additional qualifications required in the COM-FSM Personnel Policy and Procedure Manual.

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The College of Micronesia–FSM is an equal opportunity employer.

FSM Citizens are encouraged to apply