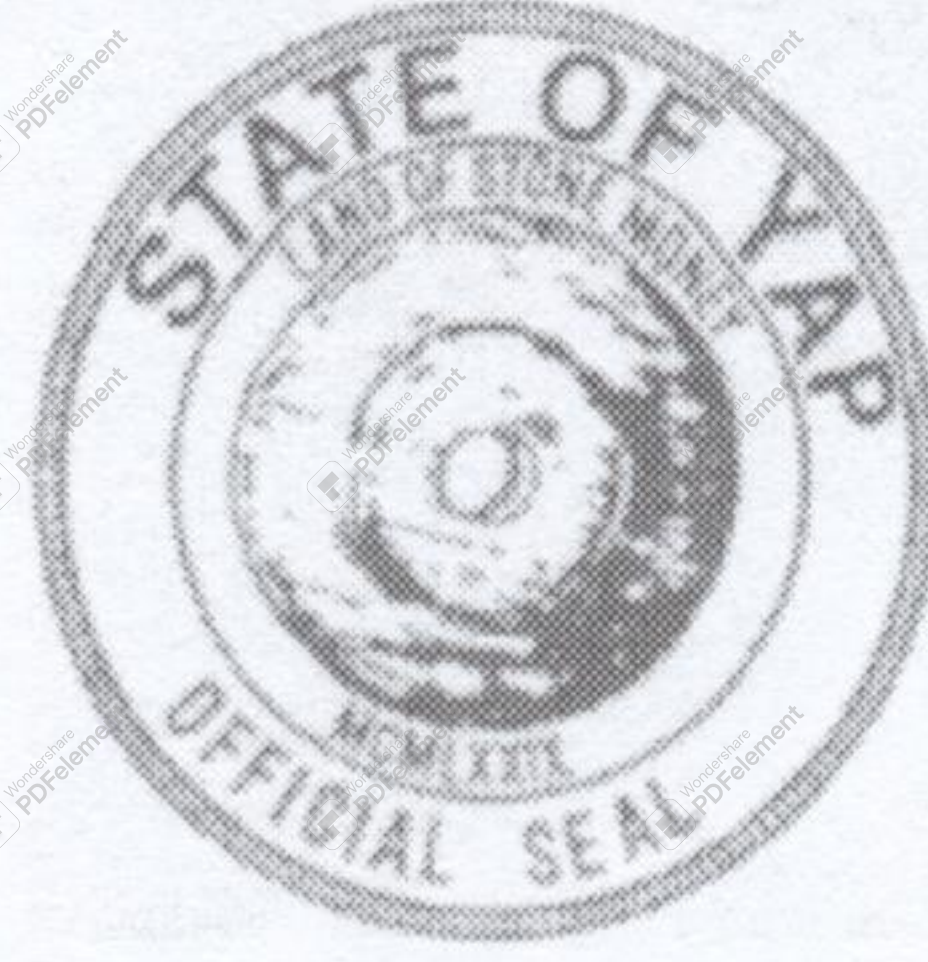


# EXAMINATION ANNOUNCEMENT



E.A. No.: YP-24-037  
Opening Date: 5/20/2024  
Closing Date: 6/20/2024

OFFICE OF ADMINISTRATIVE SERVICES  
Division of Personnel  
ysgpersonnel@gmail.com

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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: Special Assistant  
PL 10,000.01 PA  
\$ 384.61 BW

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:

**Performs duties in accordance with standing policies, rules & Regulations including health, safety and environment, established procedures and applicable standards. Plans periodic work and develop work plans and schedules for all vehicles, equipment, and machineries used by the Road & Operation, maintenance and the Department's vehicles. Assists in identifying repairs parts for repairs and replacement part to be placed on stock and assist in their procurement. Plans organizes and implement stock part room inventory. Oversees the supervision of repairs on all heavy equipment. Assists the shop supervisor in carrying out the functions of the section and perform other related duties as assigned.**

#### MINIMUM QUALIFICATION REQUIREMENT:

**A high school graduate, GED certified or higher education. At least 3 years of work experience in general heavy equipment operations or equivalent. At least 1 year of vocational work experience in supervisory positions. Strong technical knowledge of all units of the equipment fleet, knowledge of health & safety practices and regulations. Always have an open line of communication in case of emergencies. Adequate written and verbal communication skills in both English and one of the local language.**

**SECURE APPLICATION FORMS  
FROM AND RETURN TO YAP  
STATE PERSONNEL OFFICE**