



**VACANCY ANNOUCEMENT**  
**Palau Community College**  
**Administration Department**

VA#: 2020-010  
Open: 5/1/2020  
Close: Until Filled

**Position:** Maintenance & Operations Supervisor

**Location:** Administration Department (Physical Plant)

**Salary:** \$16,941.00 to \$30,085.00 per annum  
(Depending on qualifications)

**Examples of Duties:**

1. Contributes to the achievement of an effective building maintenance program by regular inspection of facilities, recommending appropriate action and implementing and approved, progressive, repair and maintenance plan.
2. Maintains a high standard of quality in all work projects by utilizing personal trade expertise, compliance with best trade and safety practice and supervision of staff, to ensure quality output.
3. Contributes to the protection of College assets by implementing effective control and security of all materials, tools and equipment under his control and ensuring they are adequately secured while unattended.
4. Maintains a high level or morale, job satisfaction and performance output by providing consistent positive leadership, training and encouragement for staff under his control ensuring they have clearly defined achievable objectives and that they receive appropriate personal development, recognition and rewards.
5. Assists the promotion and maintenance of the continuous improvement process for the College by careful and regular review of every activity in his/her area of responsibility and by recommending changes to policies, procedures, methods etc., which will enhance overall performance and customer service.

**Minimum Qualification Requirements:**

Two-years post secondary education. Must include a minimum of four years' experience in building repair. Should have a broad experience in general maintenance and have the capacity to undertake routine repair of plumbing. Must be self-motivated and effective in obtaining work output from a small team.

**General information:**

Application forms may be obtained from the Human Resources Office or at the college website:

<http://pcc.palau.edu/about/jobs/>. Send completed application, resume and transcripts to: P.O. Box 9, Koror, PW96940 (copies of transcripts will be sufficient during review process, but official transcripts and a recent police clearance will be required prior to any issued or offered contract). For further information, call 680-488-2470 x227, or visit the HRD office on campus or email [hr@palau.edu](mailto:hr@palau.edu) .

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