



ISIDRO K. SEMAN  
Director of Personnel

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
**CIVIL SERVICE COMMISSION**  
**OFFICE OF PERSONNEL MANAGEMENT**  
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HERMAN "HR" DLGUERRERO  
Chairman, CSC

**EXAMINATION ANNOUNCEMENT NO: 17-319**  
**OPENING DATE: 12/29/17**  
**CLOSING DATE: 01/12/18**

**(RE-ANNOUNCEMENT – EA 17-288)**

This examination is for the purpose of developing an Open Competitive and Promotional Eligible list. It is the policy of the Commonwealth of the Northern Mariana Islands that the personnel system will be applied and administered according to the principle of equal opportunity for all citizens and nationals as defined by the Northern Marianas Commonwealth Constitution regardless of age, race, sex, religion, political affiliation or belief, marital status, disability or place of origin.

**POSITION AND SALARY: Civil Engineer**

**Ungraded**  
**\$45,000.00-\$50,000.00 P/A**

The salary given will be determined by the qualification of the appointee.

**LOCATION: Department of Public Lands, SAIPAN**

**DUTIES:**

Completes projects by preparing engineering design, analysis, reports and documents, and confirming specifications. Designs construction projects by studying project concept, architectural drawing, and models. Prepares engineering design by collecting and studying reports, maps, drawings, blueprints, aerial photographs and tests on soil composition, terrain, hydrological characteristics, and related topographical and geologic data. Prepares feasibility study by analyzing engineering design; conducts environmental impact studies, and assembles data. Prepares engineering documents by developing construction specifications, plans and schedules. Confirms adherence to construction specifications and safety standards by monitoring project progress, inspecting construction site, verifying calculations and placements. Maintains operations by enforcing project and operational policies and procedures. Provides engineering information by answering questions and requests. Maintains project data base by writing computer programs, entering data; completing backups. Prepares design criteria and scope of work for contract consultant A/E work. Manages and coordinates contract consultation, A/E, civil, and structural engineering work. Reviews outside engineering firm's plans and specification for compliance with departmental standards. Serves as liaison on issues pertaining to Brownfields program requirements or other federally funded projects. Travels to on-site projects to conduct a technical review of work performed. Reviews engineering, schematic drawings, design and technical maps for submission to DPL for contractors. Performs other engineering and technical duties as needed and recommend engineering solutions to Secretary. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Graduation from an accredited college or university with a BS Degree in either Civil Engineering, Industrial Management or related field; plus two (2) years of experience in the field of specialization. Copy of diploma/degree or official transcript and police clearance must be attached to the application.

**CONDITIONAL REQUIREMENTS:** This position is **"EXEMPT"**; Is not eligible to receive overtime payment for overtime hours performed pursuant to Part IV.B16 of the Personnel Service System Rules and Regulation (PSSR/R), Part I.7C of the Excepted Service Regulation (ESR) and the Fair Labor Standards Act (FLSA).

**NOTE: Education and training claimed under item 24(A) through (H) of the Application for Employment must be substantiated by an official school transcript, diploma or certificate. FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.**

**INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:**

Office of Personnel Management Springs Plaza, Gualo Rai Saipan, MP 96950	Office of Personnel Management Songsong Village Rota, MP 96951	Office of Personnel Management San Jose Village Tinian, MP 96952
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