



ISIDRO K. SEMAN
Director of Personnel

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT
P.O. BOX 5153 CHRB, SAIPAN, MP 96950-5153
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HERMAN "HR" DLGUERRERO
Chairman, CSC

EXAMINATION ANNOUNCEMENT NO: 18-199

OPENING DATE: 10/12/18

CLOSING DATE: 10/26/18

*****PROMOTIONAL ONLY*****

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: Trades Specialist II

PL 13/01-13/02

\$27,081.51-\$28,435.59 P/A

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

**LOCATION: Department of Public Works, SAIPAN
Roads and Grounds Division**

DUTIES:

Plans and develops (weekly, biweekly, or monthly) an attainable work schedule pertaining to the routine function and responsibility of Roads and Grounds Division i.e. maintenance of road repair, road shoulders, culverts drainages and other facilities. Submits plans to Director of Roads and Grounds for review and approval prior to execution of work assignments. Plans, develops and assigns adequate distribution of manpower, equipment and materials to ensure efficiency and timely accomplishment of prepared work schedules. Prepares and submits job estimates (manpower, materials, and equipment) for routine work activities, special or emergency work assignments for Director's review and approval. Supervises and oversees work activities and progress at various sites to ensure timely completion. Takes immediate action when necessary. Participates and stands by during storm and disaster (natural or manmade) operations as part of the RAC Team. Operates all types of available equipment when needed due to manpower shortages, etc. Participates in conducting a walk around of equipment (check oil, water, fluid levels, tires pressure, nuts and bolts, hydraulic hoses, etc.) prior to operating equipment. Observes and exercises the application of local and federal standards of the occupational safety and health administration to prevent on-the-job injuries. Provides immediate assistance (ambulance or personal transport) to any injured sub-ordinate (minor or otherwise). Submits written report immediately to administrative support to initiate processing of workmen's compensation forms. Observes and exercises equipment operating safety practices and procedures both at job sites and road operations. Conducts on the job training and ensures compliance pertaining to occupational safety and health practices and procedures as well as safe and efficient operation of heavy equipment. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college or university with an AS Degree plus six (6) years of progressively responsible experience in the trades specialty including two (2) years at the journeyman level and two (2) years of supervisory experience. Copy of degree or official transcript and police clearance must be attached to the application.

CONDITIONAL REQUIREMENTS:

This position is **"COVERED"**; Is 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