



RAYMOND M. MUNA
Chairperson, CSC

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

CIVIL SERVICE COMMISSION

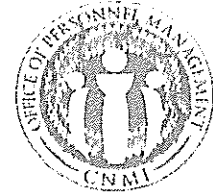
OFFICE OF PERSONNEL MANAGEMENT

P.O. BOX 5153 CHRFB, SAIPAN, MP 96950-5153

CSC TEL NO: (670) 233-1606 | FAX NO: (670) 233-4096

OPM TEL. NO: (670) 234-6925 / 6958 / 8036 | FAX NO. (670) 234-1013

CSC website: <http://www.csmisc.net> | OPM website: <http://www.cnmipm.net>



JOSEPH M. PANGELINAN
Acting, Director of Personnel

EXAMINATION ANNOUNCEMENT: T20-004

OPENING DATE: 01/05/2021

CLOSING DATE: 01/19/2021

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 national 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 PL Ungraded
\$ 2,692.308 B/W - \$ 70,000.00 P/A

LOCATION AND DIVISION: Department of Public Works, Building Safety

DUTIES:

Prepares analysis, calculations and designs for local & federal engineering projects. Prepares construction estimates for civil & highway engineering, and municipal projects. Prepares plan & specification for all in-house municipal, highway, and drainage engineering projects & implements these plans. Prepares design criteria & scope of work for contract consultant A/E work. Prepares bid packages & conducts pre-bid conferences. Operates & utilizes CAD software program for designs. Performs quality control tasks on budgets, schedules, plans, personnel performance, and reports on the project's status. Cooperates & communicated with the project manager & other project participants/professional subcontractors. Develops detailed designs, does feasibility assessments & site inspection. Makes recommendations or presents alternative solutions to problems. Reviews outside engineering firm's plans and specification for compliance with the departmental standards, & government regulations & ordinances. Administers various federally funded projects. Manages & coordinates contract consultants, A/E, civil, & structural engineering work. Performs construction inspection on local municipal, civil, federal, & highway engineering projects (when requested). Assists with developmental & implementation of traffic counting program. Travels (when necessary) to conduct inspection, gather information, supervise construction, investigate & resolve problems on site. Performs other related duties, as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a BS degree in civil, electrical, mechanical or other engineering field; Plus, five (5) years of experience in the field of specialization. Copy of degree, diploma, or official transcript and police clearance must be attached to the application.

CONDITION REQUIREMENT:

This position is "EXEMPT" is NOT eligible to receive overtime payment for overtime hours performance 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 Standard 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:

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|--------------------------------|--------------------------------|--------------------------|
| Office of Personnel Management | Office of Personnel Management | Office of Personnel Mgt. |
| Spring Plaza, Gualo Rai | Songsong Village | San Jose Village |
| Saipan, MP 96950 | Rota, MP 96951 | Tinian, MP 96952 |