



JAKE MARATITA
Chairperson, CSC

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT
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FRANCES TORRES-SALAS
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 22-002
OPENING DATE: 01/07/22
CLOSING DATE: 01/21/22

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: Building Maintenance Foreman II

PL 09/01- 9/04
\$22,280.03 - \$25,791.92 P/A

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

LOCATION: Department of Commerce, Saipan

DUTIES:

Plans, lays out and assigns, through subordinate foremen, work involving a number of the buildings and allied trades. Supervises a program of building maintenance and repair that may include new building construction, installation of plumbing and maintenance of air conditioning and refrigeration facilities. Screens work order requests and establishes job priorities. Estimates time, labor, material and cost requirements. Reviews and inspects work performed in the maintenance and repair of buildings and other structures as well as the equipment and facilities housed in these structures. Reviews all new building construction for conformance with standards and specification. Performs other related duties as assigned by the administrative Service Manager.

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from High School or equivalent education program plus five (5) years of experience as a skilled tradesman, including two (2) years of supervisory experience. Copy of diploma or official transcript and criminal record 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) and the Fair Labor Standards Act (FLSA).

*A COVID-19 Vaccination is mandatory for Executive Branch Employees as per Governor's Directive No. 2021-002 dated February 18, 2020. If selected/hired you are required to be vaccinated with the COVID-19 Vaccination.

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	Office of Personnel Management	Office of Personnel Management
Springs Plaza, Gualo Rai	Antonio C. Atalig, Public Library Bldg.	San Jose Village
Saipan, MP 96950	Office of the Mayor, Tatchog	Tinian, MP 96952
	Rota, MP 96951	