

# PROMOTIONAL & OPEN COMPETITIVE

EXAMINATION ANNOUNCEMENT

HUMAN RESOURCES OFFICE

**(PLEASE POST PHYSICALLY)**

It is the policy of the State Board of Education, Commonwealth of the Northern Mariana Islands, that the Public School Human Resources System shall be applied and administered according to the principles of equal employment opportunity. Applications shall be evaluated regardless of age, race, gender, sexual orientation, religion, political affiliation or belief, marital status, disability, or national origin.

Applicants for this position must be a U.S. Citizen or be eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands.

## **POSITION/TITLE: Building Maintenance Worker**

EXAMINATION ANNOUNCEMENT NO: **PSS-2021-109**

OPENING DATE: **September 28, 2021**

CLOSING DATE: **October 12, 2021**

SALARY: Pay Level/Grade: **Ungraded; STEP(S): Ungraded; \$16,100.00 - \$24,919.71 per Annum**

BENEFITS: Salary commensurate with qualifications and experience, plus excellent benefits (including Life Insurance, Retirement Benefits, and Paid Leave/Holidays).

LOCATION: **Saipan Southern High School**

### NATURE OF WORK:

Assist in maintaining a safe, comfortable, accessible, and clean environment for students and staff. Assist in providing a physical environment and facilities conducive to learning. Individual will be reporting to the School Principal.

### I. ESSENTIAL TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Inspect the school buildings and facilities to determine need for maintenance and repair.
- Replace and repair doors, windows, panels, louvers, door locks, bathroom accessories and toilet fixtures.
- Construct furniture such as tables, chairs, shelves, bookstands and desks.
- Ensure that assigned Maintenance Work Orders are completed as scheduled.
- Arrange for and provide required tools and materials needed for work orders.
- Inspect assigned work sites in order to allow for correct assessment, meet required regulations, and ensure safety.
- Assist in other special projects as designated by immediate supervisor.
- Establish and maintain system to track work orders, i.e., open work orders, calculate projected man-hours, bring work orders to closure, etc.
- Attend regular group meetings for coordination of manpower, safety awareness and other issues as needed.

- Meet and communicate regularly with the school administrators.
- Ensure that safe work habits and good engineering practices are observed.
- Operate and care for power tools and hand tools.
- Cut trees, brush, limbs and remove debris from school sites.
- Collect and deliver materials needed for projects.
- Respond to “after hours” emergency calls when needed.
- Work under adverse weather conditions when the need arises, to prevent structural or property damage to schools’ facilities.
- Perform other duties as assigned.

II. FORTY (40) HOUR WORKWEEK:

The normal work period shall be a seven (7) days work period with a maximum non-overtime forty (40) hours.

The Public School System (PSS) operates on a 40-hour work week. Actual working hours will be determined on the basis of operational efficiency. School Principals, Supervisors or Program Managers will establish working schedules subject to the approval of the Commissioner of Education.

III. MINIMUM QUALIFICATION REQUIREMENTS:

- EDUCATION:
  - Any combination equivalent to graduation from High School
- WORK EXPERIENCE:
  - Must have a minimum of three (3) years of work-related experience.

IV. KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Good oral and written communication skills;
- Awareness of and sensitivity to cultural and local community practices and norms.

APPLICATION REQUIREMENTS:

THE FOLLOWING LIST OF REQUIRED DOCUMENTS MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION:

1. COMPLETED PSS EMPLOYMENT APPLICATION FORM;
2. COPY OF DIPLOMA/DEGREE;
3. OFFICIAL TRANSCRIPTS (SEALED) *MUST BE SENT DIRECTLY TO THE HR OFFICE FROM THE ACCREDITED INSTITUTION AND/OR THE NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES (NACES);*
4. POLICE CLEARANCE *FROM THE MOST RECENT PLACE OF RESIDENCE (WITHIN THE PAST SIX MONTHS);*
5. VERIFICATION OF EMPLOYMENT; AND
6. MEDICAL CLEARANCE *(ONLY REQUIRED UPON OFFER FOR EMPLOYMENT).*

OTHER DOCUMENTS MAY BE REQUESTED AND MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION (IF THE PSS DETERMINES IT TO BE APPLICABLE):

1. CERTIFICATE/LICENSE (Teaching, CPA, Bar, SPHR, etc.)
2. RESUME
3. PRAXIS SCORES
4. TRAFFICE CLEARANCE

INTERESTED APPLICANTS MAY OBTAIN AND SUBMIT COMPLETED APPLICATION FORMS AND ALL REQUIRED DOCUMENTS TO THE PSS HUMAN RESOURCES OFFICE AT CAPITOL HILL, BUILDING 1202, ISLETA COURT, SAIPAN or VIA EMAIL TO: LUCRETIA DELEON GUERRERO AT [LUCRETIA.DELEONGUERRERO@CNMIPSS.ORG](mailto:LUCRETIA.DELEONGUERRERO@CNMIPSS.ORG) or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370 CK, SAIPAN, MP 96950, TEL. NOS. (670) 237-3037/52.

*YOUR APPLICATION FORMS MUST BE RECEIVED BY THE PSS HUMAN RESOURCES OFFICE ON OR BEFORE THE CLOSING DATE OF THE POSITION ANNOUNCEMENT.*

Human Resource Office Use ONLY		
FLSA Status: Non-Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan