

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 for the Public School System.

POSITION/TITLE: Supply and Trades Technician (Amendment I)

EXAMINATION ANNOUNCEMENT NO.: **PSS-2023-083**

OPENING DATE: **July 24, 2023**

CLOSING DATE: **August 7, 2023**

SALARY: Pay level/Grade:**01/03** Step(S): **01-12; \$16,100.00 - \$30,358.95** per annum

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

LOCATION: **Head Start/Early Head Start Program**

DUTIES & RESPONSIBILITIES:

- Inspects and checks program buildings and facilities for needed repair and maintenance
- Repairs and replaces doors, windows, locks and kitchen/restroom accessories.
- Replaces broken pipes, gaskets, faucets and toilet fixtures.
- Constructs furniture such as tables, chairs, desks, etc.
- Estimates costs, time, labor and materials needed to complete repairs and/or maintenance.
- Install and repair minor electrical wiring as necessary
- Assist in repairing air conditioning and refrigeration
- Receive requests for materials and supplies and ensures delivery to the Head Start and Early Head Start and Child Care partner centers and offices.
- Issues all supplies, materials and equipment received on purchase order or requisition and ensure that they are properly recorded.
- Prepares inventory of all storage room equipment, materials and supplies.
- Reports shortage of materials and supplies on stock.
- Prepares shipping/freight documents and ensures delivery to off-island sites.
- Obtains quotes for needed equipment, materials and supplies.
- Maintains records of all activities performed.
- Perform other related duties as assigned, including substitute instructor duty as needed.

JOB-RELATED DUTIES AND RESPONSIBILITIES ASSIGNMENTS:

The statements contained herein describe the scope of the responsibility and essential function of this position, but should not be considered to be the only duties and responsibilities of employee(s). Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Employee(s) may be

requested to supervise and/or train the employees. Employee(s) will be required to follow any job-related duties requested by any person authorized to give instructions or assignments.

FORTY (40) HOUR WORKWEEK:

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

ESSENTIAL FUNCTION OF THE JOB:

The duties and responsibilities listed herein have excluded the functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed herein are essential job functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some positions may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The qualification requirements listed in this document are the minimum levels of knowledge, abilities and skills required to perform this position.

MINIMUM QUALIFICATION REQUIREMENTS:

- **Supply and Trades Technician I** – Graduation from High School, plus two (2) years work-related experience.
- **Supply and Trades Technician II** – Graduation from High School, plus three (3) years work-related experience.

ADDITIONAL QUALIFICATIONS:

Must be proficient in English in order to follow verbal and written instructions as well as read and write. Ability to read a tape measure, and calculate needed materials for individual projects; perform mathematical computations (i.e., basis math, measuring angles, adding and subtracting fractions, etc.) Ability to operate the following equipment including but limited to; shovels, rakes, brush grinders, and other equipment used in grounds maintenance. Maintain cooperative and effective working relationships with others and must be able to work as part of a team. Strong collaboration is a standard at PSS. Lift, climb, bend, and kneel in order to complete assigned tasks. Must be able to lift a minimum of 50 to 80 lbs. occasionally. Must be able to work in extreme environments or conditions. Tolerate working at heights of a ladder or scaffold. Perform heavy physical labor during adverse weather conditions.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Must be proficient in English in order to follow verbal and written instructions as well as read and write.
- Ability to read a tape measure, and calculate needed materials for individual projects;

- Perform mathematical computations (i.e., basic math, measuring angles, adding and subtracting fractions, etc.)
- Ability to operate the following equipment including but not limited to; shovels, rakes, brush grinders and other equipment used in grounds maintenance.
- Maintain cooperative and effective working relationships with others and must be able to work as part of a team.
- Strong collaboration is a standard at PSS.
- Lift, climb, bend and kneel in order to complete assigned tasks.
- Must be able to lift minimum of 50 to 80 lbs. occasionally.
- Must be able to work in extreme environment or conditions.
- Tolerate working at heights of a ladder or scaffold.
- Perform heavy physical labor during adverse weather conditions.
- Ability to motivate others to reach their fullest potential;
- Ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff, associates, external organizations/companies, federal and local agency representatives.
- Awareness of and sensitivity to cultural and local community practices and norms.
- Excellent Office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Oral & Written Skills
- Excellent Record Keeping Skills
- Knowledgeable on federal and local laws protecting the privacy of student data, including but not limited to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. Sec. 1232g; 34 CFR Part 99, and Student Educational Records § 60-20-428 of the CNMI Public School System's Rules and Regulations.

CONDITIONAL REQUIREMENTS:

This position is considered “NON-EXEMPT STATUS”: Employee is paid on a salary basis and is eligible for overtime pay or compensatory time pursuant to the Regulations for PSS of Non-Certified Personnel and the Fair Labor Standards Act.

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. TRAFFIC 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: THE HUMAN RESOURCES OFFICE AT PSSHR@CNMIPSS.ORG or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370CK, SAIPAN, MP 96950, TEL. NOS. (670) 237-3052, 3064, or 3079.

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			
Application Type: Non-Certified	FLSA Status: Non-Exempt	Salary Grade/Step: 01/03-12	Duty Station/Location: Saipan