

PROMOTIONAL & OPEN COMPETITIVE

EXAMINATION ANNOUNCEMENT

HUMAN RESOURCES OFFICE

(PLEASE POST PHYSICALLY)

It is the policy of the 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 U.S. Citizens or eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands, for the Public School System.

POSITION/TITLE: Engineer (Reannouncement I)

EXAMINATION ANNOUNCEMENT NO.: **PSS-2025-061**

OPENING DATE: **September 05, 2025**

CLOSING DATE: **September 19, 2025**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$110,000.00 - \$130,000.00 Per Annum**

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

LOCATION: **Office of Administrative Services, Facilities Development and Management Office**

DUTIES & RESPONSIBILITIES:

- Oversee engineering projects across the district, including new construction, renovations, and maintenance initiatives.
- Evaluate structural, electrical, HVAC, and plumbing systems for efficiency and safety.
- Coordinate with architects, contractors, and other stakeholders to ensure compliance with local, state, and federal regulations.
- Develop project timelines, budgets, and reports for district leadership.
- Conduct routine inspections and assessments to maintain high facility standards.
- Provide technical support and recommendations for facility upgrades and long-term capital planning.
- Conducts research and studies related to educational facilities' needs at different geographical locations in the CNMI.
- Coordinates the efforts of the Public School System with those of the Department of Public Works and other applicable agencies to ensure that all programming activities and work schedules conform to the Public School System's objectives, commitments, and funding limitations.
- Formulates criteria for project selection and sets priorities for project implementation.

- Plans and prepares the design of the physical development master plan of each school area, including land title search, land procurement, boundary line, plat plan, topographical plan, and school facilities layout.
- Prepares design, working drawings, specifications, and cost breakdown of proposed school buildings and other activities.
- Provide construction management and inspections of a particular school project as needed.
- Conducts energy audits for school facilities, prepares energy conservation plans, and cost estimates
- Recommends approval/disapproval to the Commissioner of Education.
- In cooperation with Public Works, private architectural and engineering firms, and other concerned organizations or agencies, conducts on-site inspections.
- Evaluates and appraises completed projects turned over for final payment.
- Recommends final project acceptance or rejection to the Commissioner of Education.
- Requires frequent travel to and from official job site, training, workshops, seminars, and meetings.
- Must have a valid driver's license.
- Performs other related duties as assigned.

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 the 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 other 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) day 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:

EDUCATION AND EXPERIENCE:

- Graduation from a U.S.-accredited college or University with a Bachelor's degree in Engineering (Civil, Mechanical, Electrical, or related field);
- Professional Engineer (PE) license required;
- Minimum of five (5) years of relevant engineering experience, preferably in facilities or school environments.
- Strong knowledge of building codes, safety regulations, and engineering best practices.
- Excellent project management, communication, and problem-solving skills.
- Proficient in CAD software, Microsoft Office Suite, and other relevant engineering tools.

ADDITIONAL QUALIFICATIONS:

- Good interpersonal and communication skills. Communicate effectively both orally and in writing, including giving and receiving feedback
- Awareness of and sensitivity to cultural issues and local community practices.
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of prescribed School Board policies, procedures, rules, and regulations;
- 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, and federal and local agency representatives.
- Awareness of and sensitivity to cultural and local community practices and norms.
- Excellent Oral & Written Skills
- Excellent Record-Keeping Skills
- Good interpersonal and communication skills. Communicate effectively both orally and in writing, including giving and receiving feedback

- 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 "EXEMPT STATUS": Is not eligible for overtime pay or compensatory time and is paid on a salary basis pursuant to Regulations for PSS Employment or Certified Personnel and 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
5. NATIONAL BACKGROUND CHECKS
6. National Federal Bureau of Investigation criminal history checks with fingerprints
7. National Sex Offender Registry (SORNA) Check.
8. In-state (CNMI) Background Checks
9. In-state Criminal History Check with fingerprint.
10. In-state Sex Offender Registry Check
11. In-state Child Abuse and Neglect Registry Check.
12. Inter-state (out of the CNMI) Background Check
13. Inter-state Criminal History Check.
14. Inter-state Sex Offender Registry Check.
15. Inter-state Child Abuse and Neglect Registry Check.

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) 237-3037/3031.

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: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan