

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 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

EXAMINATION ANNOUNCEMENT NO.: **PSS-2025-033**

OPENING DATE: **June 13, 2025**

CLOSING DATE: **June 27, 2025**

SALARY: Pay Level: **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, Saipan**

The Supplies and Trades Technician plays a vital role in maintaining the operational efficiency, safety, and supply logistics of the Head Start Program. Under supervision by the Health Services Manager, this position is responsible for a wide range of maintenance and supply-related tasks, including:

DUTIES & RESPONSIBILITIES:

Supply and Inventory Management

- Orders, receives, and stocks classroom, office, kitchen, janitorial, and other operational supplies.
- Receives and processes supply and equipment requests from staff; obtains competitive quotes and ensures timely processing of purchase orders.
- Coordinates with vendors and suppliers to ensure cost-effective purchasing and timely delivery.
- Maintains an accurate inventory system for all supplies, equipment, and materials; conducts regular inventory checks and updates records accordingly.
- Monitors usage rates to forecast future needs, prevent shortages, and recommend reorder quantities.

- Prepares and organizes shipping and freight documentation and ensures delivery to off-island or satellite locations.
- Maintains organized and secure storage areas and promptly reports any material shortages or discrepancies.

Facilities Maintenance and Repair

- Conducts regular inspections of program buildings, classrooms, playgrounds, kitchens, restrooms, and outdoor facilities to identify and report maintenance needs.
- Performs general maintenance and minor repairs on doors, windows, locks, cabinets, fixtures, and playground equipment to ensure safety and functionality.
- Repairs or replaces plumbing components such as pipes, gaskets, faucets, and toilet fixtures.
- Installs or performs minor repairs on electrical systems, including wiring, outlets, and lighting, in accordance with safety codes.
- Assists in servicing and repairing HVAC systems, air conditioning units, and refrigeration equipment.
- Builds, repairs, and modifies furniture including desks, tables, shelves, and chairs to meet program needs.
- Coordinates with Facilities Development Management (FDM) Office for assistance on assessment and repairs.
- Reviews daily facilities work order on a daily basis and provides schedules on repairs to the Health Services Manager. Send request and follow up work order with the FDM Office.
- Ensures all facility areas are clean, functional, and meet safety and sanitation standards.

Safety and Compliance

- Conducts safety inspections and checks on playground equipment, classroom furnishings, and facility infrastructure in compliance with Head Start, local, and federal regulations.
- Handles hazardous materials, including cleaning agents and chemicals, in accordance with proper storage and disposal procedures.
- Participates in emergency preparedness drills and helps implement safety protocols as needed.
- Follows all applicable safety, health, and sanitation procedures in daily operations

Operational and Program Support

- Delivers supplies, equipment, and materials to classrooms, kitchens, and administrative offices as needed.
- Sets up, rearranges, or relocates furniture and equipment for classroom use, events, or operational needs.
- Maintains detailed records and logs of maintenance activities, supply transactions, inspections, and repairs.
- Supports instructional staff during shortages or emergencies, including serving as a substitute or classroom assistant when required.

- Performs other related duties as assigned to ensure the effective operation of the Head Start Program.

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 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) 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. Program Director and/or Service Area 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.

QUALIFICATION REQUIREMENTS:

EDUCATION AND WORK EXPERIENCE:

Supply Technician I - Graduation from High School, plus two (2) years work related experience.
Supply 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 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 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)

- 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, 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
- Must be familiar and have experience in using computer applications such as Microsoft Excel, Microsoft Word, e-mail, and internet.
- Some experience in a human services setting, including working with low-income children and families.
- Good interpersonal and communication skills. Communicate well both orally and in writing, including giving and receiving feedback. Bi-lingual skills are a plus.
- Ability to work as part of a team. Strong staff collaboration is a standard at the Head Start Program.
- Must meet all health and safety clearance and requirements
- No conviction of child abuse and neglect
- 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 not 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: PSSHR@CNMIPSS.ORG or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370 CK, SAIPAN, MP 96950, TEL. NOS. (670) 237-3037/3031

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: Non-Exempt	Salary Grade/Step: 01/03 – 01-12	Duty Station/Location: Saipan