

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: Auto Mechanic

EXAMINATION ANNOUNCEMENT NO.: **PSS-2026-017**

OPENING DATE: **March 27, 2026** CLOSING DATE: **April 10, 2026**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$18,637.76 - \$30,342.21** 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 Pupil Transportation**

GENERAL OVERVIEW OF RESPONSIBILITIES:

Mechanics complete standard and complex repairs on our diesel bus fleet- from oil & fluid changes, mount tires, replaces filters, checks and replaces belts and hoses and brakes, replaces windshield wipers and headlights to drivetrain, suspension, and HVAC diagnostics & repair to include component repair or replacement. In this role you would also perform preventative maintenance activities as needed by the organization and may fill in with standard vehicle repairs. Essential duties and responsibilities, shown below, will vary accordingly based on assignment.

DUTIES & RESPONSIBILITIES:

- **Preventative Maintenance:** Conduct routing inspections and scheduled maintenance (e.g. oil changes, fluid checks, filter replacements, and brake inspections) to prevent unexpected breakdowns
- **Diagnostics & Troubleshooting:** Use computer diagnostic equipment and technical expertise to identify malfunctions in engines, transmissions, electrical systems, and HVAC units
- **Repairs:** Execute timely and accurate repairs on heavy-duty diesel engines, air brake systems, steering/suspension components, and pneumatic systems.
- **Safety & Compliance:** Ensure all buses meet or exceed Department of Transportation (DOT) safety standards and emissions requirements prior to returning to service
- **Documentation:** Maintain detailed, accurate logs of all repairs performed, time spent, and parts utilized using the company's fleet management software
- **Emergency Response:** Occasionally respond to on-road breakdowns and perform field repairs or assist with towing coordination.

- **Shop Maintenance:** Keep the garage and work areas clean, organized, and safe in accordance with OSHA Standards
- **Travel:** Perform repairs and maintenance on short notice at neighboring islands
- Must be a team player in a high-pressure environment
- Occasional mandatory overtime

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 assignment.

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.

QUALIFICATION REQUIREMENTS:

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent; a degree or certificate from a trade school in Diesel/Gas Technology or Heavy Vehicle Maintenance is required.
- Must possess a valid CNMI Driver's License with a clean driving record
- Minimum 2-3 years of experience as a diesel or heavy-duty vehicle Technician. Previous experience specifically with buses is a plus.
- ASE (Automotive Service Excellence) certifications in Medium/Heavy Truck or Transit Bus are highly desirable.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Ability to lift, push, and pull up to 50-75 lbs regularly
- Requires frequent kneeling, bending, stooping, and working in tight, uncomfortable positions
- Ability to stand for extended periods during a shift
- Exposure to shop elements such as noise, dust, fumes, grease, and varying weather conditions

KNOWLEDGE, SKILLS, AND ABILITIES (KSA's):

- 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.
- Intermediate Oral & Written Skills
- Intermediate 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.

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: 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: Ungraded	Duty Station/Location: Saipan