



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 24-068

POSITION: **Maintenance Technician** OPENING DATE: **04/11/2024**  
NO. OF VACANCIES: **1** CLOSING DATE: **04/24/2024**  
SALARY: **\$22,998.56 - \$27,957.28 P/A**  
PAY LEVEL: **03/01 – 03/05**  
*The salary given will be determined by the qualifications of the appointee.*  
LOCATION: Facilities Management, Tinian Health Center,  
Commonwealth Healthcare Corporation, Tinian

#### NATURE OF WORK

Under the general supervision of the Resident Director of Tinian Health Center (THC), the employee in this position is under the direct supervision of the Maintenance Specialist. The Maintenance Technicians play a critical role in supporting the overall function of the healthcare facility, ensuring a safe and conducive environment for both patients and medical staff. This position is situated within the Facilities Management, Tinian Health Center, Commonwealth Healthcare Corporation.

#### DUTIES:

- Performs daily technical work assigned by the Maintenance Specialist related to electrical, plumbing, maintenance and repair.
- Regular inspections of the clinic's facilities for any equipment damage, air conditioning issues, or the need for light bulb replacements are to be conducted daily, including weekends and holidays.
- Maintains accurate records of all work order requests and work logs.
- Maintains a scheduled service and repair log for all medical and non-medical equipment.
- Rotating shifts to monitor morgue temperature for proper temperature.
- Gathers all biohazard and medical waste, ensuring accurate documentation and proper disposal procedures are followed.
- Monitors renovations and construction of existing and new facilities.
- Assists with storm preparation and reports any damage from typhoon or floods if any to the immediate supervisor.
- Retains an accurate inventory of all medical and non-medical apparatus, tools, spare components and other job-related materials.
- Troubleshoots all mechanical, electrical, plumbing, and other related systems and equipment (including generator engines, HVAC systems, boiler systems, pump motors, vacuum pumps, compressors, oxygen machine compressors, reverse osmosis machines, pump boilers, and medical air compressors) within the facilities of the hospital and any property occupied by satellite locations.
- Maintains and repairs all mechanical, electrical, plumbing, and other related systems and equipment (including generator engines, HVAC systems, boiler systems, pump motors, vacuum pumps, compressors, oxygen machine compressors, reverse osmosis machines, pump boilers, and medical air compressors) within the facilities of the hospital and any property occupied by satellite locations.
- Installs, maintains, calibrates, repairs and de-installs electronic equipment.
- Repairs electronic devices.
- Repair Wiring Systems, Electrical Conduits, and Related Equipment.
- Terminating and Setting Switchgear, Panels, and other Distribution Equipment.
- Diagnosing Malfunctions in Electrical Systems.

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CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job-related medical condition or disability, or any legal protected status.

- Perform repairs or replacement of Industrial Control Systems.
- Performs weekly and monthly inspection and start up testing for Fire Pumps and Emergency Generators.
- Performs quarterly inspection on hospital refrigerators.
- Performs water line repairs to main and lateral connections.
- Ability to respond as needed on a 24/7 basis and work altered schedules other than standard 07:30-16:30 shift.
- Perform other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**Education:** Graduation from High School, General Education Development (GED), Advanced Development Institute (ADI) or Adult basic Education (ABE).

**Experience:** Plus, three (3) years of experience in any trade skills or an equivalent combination of education and experience.

**Other:** Intermediate proficiency in computer applications and effective verbal and written communication skills.

**CONDITIONAL REQUIREMENTS:**

Employment is contingent upon successful clearing of pre-employment health screening and drug screening in accordance with CHCC policy.

**OTHERS:**

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**Non-Exempt**” or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. This work schedule however is subject to change with or without notice based on the Employer’s business requirement and/or by the demands of the employee’s job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

***Note(s):***

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

**INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:**

Office of Human Resources  
 Commonwealth Healthcare Corporation  
 1178 Hinemlu’ St., Garapan, Saipan, MP, 96950  
 Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.  
*Employment Application Forms will be available 24/7 at the employer’s hospital facility’s Main Cashier Office (entrance/exit point for all)*  
 E-mail: [apply@chcc.health](mailto:apply@chcc.health)  
 Direct Line: (670) 234-8951ext. 3416/3410/3427/3583  
 Trunk Line: (670) 234-8950  
 Fax Line: (670) 233-8756  
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**Note:** Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.

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