



**Northern Marianas College**  
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## **VACANCY ANNOUNCEMENT**

Announcement No. 17-028

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC). With students who come from Micronesia, Asia, North America, Europe, and other parts of the world, the Northern Marianas College is a microcosm of the globe. In addition to its multicultural environment, the Northern Marianas College also boasts a diversity of students: in addition to recent high school graduates, many students are also currently working part time or full time and have their own family obligations. Classes are offered during the day, evening, and weekends to accommodate work schedules.

Northern Marianas College is located on the beautiful tropical island of Saipan within the Commonwealth of the Northern Mariana Islands. The island offers a broad range of outdoor sports, leisure and aquatics activities; and our tropical climate means that outdoor activities are available year round. The Commonwealth of the Northern Mariana Islands affords a low income tax rate through a generous rebate system. This means that your salary results in greater take-home pay than in many other jurisdictions.

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation, family relationship, or genetic information (GINA). The college reserves the right to waive or implement other qualifications to meet its needs and the right to reject all applicants or withdraw the vacancy should NMC determine such a position is no longer needed or able to be filled. The College is an Equal Opportunity Employer.

<b>POSITION TITLE:</b>	<b>Maintenance Manager</b>
<b>Department:</b>	<b>Chief Financial Officer</b>
<b>Pay Level &amp; Step:</b>	<b>28/01-02</b>
<b>Annual Salary:</b>	<b>\$35,674.68 - \$36,923.30</b>
<b>Location:</b>	<b>As Terlaje Campus, Saipan</b>
<b>Opening Date: June 05, 2017</b>	<b>Closing Date: June 14, 2017 or Until Filled</b>

*Subject to availability of funds*

*Applications must be submitted by 4:30pm on the closing date. If there are no qualified applicants or the set of qualified applicants is deemed an insufficient pool, the closing date will be extended for two-week periods for further submission and review of applications until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.*

### **Nature of the Position:**

This position is located at the Northern Marianas College, under the general direction, coordination and supervision of the Facilities Manager. The incumbent is responsible for the direction, coordination, management, and maintenance of the Northern Marianas College Buildings, facilities, including ground maintenance, security protection program, NMC's vehicles, and equipment. The incumbent will be coordinating property and supplies procurement, distribution and maintenance activities.

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### **Duties and Responsibilities:**

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Provides high quality student and internal and external customer service.
- Coordinates properly and supplies procurement and maintenance activities, and negotiable with CNMI government representatives and other private contractors to effect property transfers and sales, rental, and leasing contracts for the Northern Marianas College.
- Reviews property brochures, and excess property and property/supplies reports to obtain information on property status, needs and availability.
- Writes, fills out, and reviews bids, contract specifications, purchase orders and estimates, and transfer forms to effect property transactions.
- Contact vendors and potential users, and inspects inventory acquired and transferred properties through visits to other government agencies and vendors.
- Negotiates and confers with administrators, vendors or users to effect agreement on property transfer details, such as prices, model, packaging, transportation or building layout.
- Prepares plans, standards, and specifications for building and equipment maintenance, repair and inspection.
- Plans, directs, manages and reviews the work engaged in the operation and maintenance of the Northern Marianas College facilities.
- Responsible for the coordination of the functions and responsibilities involved in the building maintenance program area in providing technical advice for efficient usage of equipment, materials, and utilization of personnel involved in the layout of the construction projects and various renovation projects.
- Performs periodic inspection of the NMC buildings, facilities and equipment to locate conditions that need repair and maintenance and carries out repairs and maintenance program to rectify any problems involved.
- Keeps an ongoing inventory of all capital and equipment and its analysis including cataloging, tagging and program.
- Plans and prepares cost analysis for future procurement.
- Supervises and coordinates activities of workers engaged in keeping NMC buildings and grounds in a clean and orderly condition and in maintaining and repairing utility systems and physical structures of buildings.
- Manage contractors engaged in maintenance, grounds, custodial/janitorial, etc. and taking care of refuse.
- Inspect facilities and equipment to determine need and extent of service, equipment required, and type and number of operation and maintenance personnel needed.
- Prepares and writes annual reports concerning all procurement and maintenance activities.
- Prioritize workflow and job orders.
- Prepare and implement preventive maintenance plan.
- Ensures compliance with ADA & OSHA regulations.
- Demonstrate effective phone etiquette and customer service skills.
- Perform other duties as assigned.

### **Minimum Qualifications:**

Associate's degree from a U.S. Department of Education recognized accredited institution in Management or Business Administration or related field (equivalent combination of education and progressive experience within plant facilities and maintenance and/or related profession may be considered), plus two (2) years of supervisory experience.

### **Knowledge, Skills, and Abilities**

- Demonstrate effective phone etiquette and customer service skills
- Must have strong computer background including, but not limited to, word processing, spreadsheets, and database, preferably Word, Excel, PowerPoint, and Access software applications.
- Able to communicate effectively with students, staff, faculty, and other college stakeholders.
- Demonstrate strong organizational skills and a high attention to detail.

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- Capable of handling multiple tasks while maintaining composure under stressful conditions.
- Completes and prioritize tasks accurately and in a timely manner.
- Takes initiative and works both independently and cooperatively in a team environment.
- Must be able to present information in clear and professional manner.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 lbs.

**How to Apply:**

Employment application forms are available at the Human Resources Office of the College and a pdf. file can be downloaded from our website: <http://www.marianas.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: Complete Employment Application Form, Detailed Resume, Authorization for Release of Prior Employment Information/Consent to Background Check, Copies of all required/preferred degree/diplomas, and Copies of transcripts of all required/preferred degrees/diplomas (except high school). Optional: Cover Letter.

All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution. It is our requirement that degrees be from a U.S.-accredited college or university. Foreign degrees may be accepted when accompanied with a credential evaluation report. A listing of authorized evaluation reports can be obtained at the National Association of Credential Evaluation Services (NACES) website at <http://www.naces.org/>

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification (I-9) document form upon hire. Police/court clearance will be required upon job offer.

**NOTICE:**

NMC perpetually solicits applications for **full-time faculty or part-time (adjunct faculty)** in all teaching disciplines. Qualified individuals interested in teaching (online or on-site) are encouraged to apply. All applicants must include transcripts from all post-secondary educational institutions attended, together with a resume and a completed and signed application for consideration.

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