



Commonwealth Ports Authority

Main Office Office: SAIPAN INTERNATIONAL AIRPORT, 2ND Floor Arrival Bldg.

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JOB VACANCY ANNOUNCEMENT #01-2023

Opening date: January 09, 2023

Closing date: January 27, 2023

Location: SAIPAN

Position(s): (1) Receptionist/Secretary
(1) Ports Police Officer I

SALARY

PL 5/1 to 5/12 (\$8.83/hr. to \$15.10/hr.)
PL 7/1 to 7/12 (\$9.73/hr. to \$16.65/hr.)

Location: PORT OF SAIPAN

Position(s): (1) General Maintenance III

SALARY

PL 7/1 to 7/12 (\$9.73/hr. to \$16.65/hr.)

Location: TINIAN

Position(s): (2) General Maintenance I
(2) Custodial I
(4) Ports Police/ARFF Trainee

SALARY

PL 2/1 to 2/12 (\$7.63/hr. to \$13.04/hr.)
PL 1/1 to 1/12 (\$7.26/hr. to \$12.42/hr.)
PL 5/1 (\$8.83/hr.)

Employment Application must be accompanied with a copy of all required diploma/certificates and/or official sealed transcripts, original copy of recent police record not more than six (6) months old, original copy of U.S. Department of Defense Form DD214 for retired members or veterans of our Armed Forces, and other documents as required for the position. Public Law 11-70 requires that all male applicants age 18 to 25 years old must submit documentation evidencing his registration with the Federal Selective Service System. All applications and required documents must be submitted to the **CPA Administration Office, 2nd Floor Arrival Building, Francisco C. Ada/Saipan International Airport or CPA Administration Office Tinian International Airport or Benjamin Taisacan Manglona International Airport**. Failure to provide any of the required documents will result in automatic disqualification. Certain vacancies may require written and/or physical test. Selected applicants will be subjected to pre-employment drug screening, 10-year Criminal History Record Check and 49 CFR Part 1542.209(d) Requirements. CPA reserves the right to waive or implement other qualifications to meet its needs. The deadline for submission of applications and required documents to the CPA Administration Office (Saipan) or at the Tinian International Airport or Benjamin Taisacan Manglona International Airport is no later than **5:00 P.M. on Friday, January 27, 2023**.

Detailed information on qualifications and position descriptions for the above positions may be picked up along with the application form from Monday-Friday, 8:00 A.M. to 5:00 P.M., except on holidays, at the CPA Administration Office (2nd Floor) of the Francisco C. Ada/Saipan International Airport, Arrival Terminal or CPA Admin. Office at the Tinian International Airport or at the Benjamin Taisacan Manglona International Airport. For additional information, please contact the CPA Human Resources Office by email at lorna.tenorio@cnmiports.com or by phone at (670)237-6500.

CPA is an Equal Opportunity Employer and CPA hires those who are legally entitled to employment in the CNMI.

CHRISTOPHER S. TENORIO

Executive Director

COMMONWEALTH PORTS AUTHORITY
Position Description

RECEPTIONIST/SECRETARY

Code 110

Nature of Work

Responsible for handling incoming and outgoing communication including telephone calls and messages, and performing secretarial work directly involving the activities of management and administrative staff.

The employee in this class is responsible for handling incoming telephone calls and messages or documents and performing various secretarial work involving the administrative activities of the Executive Director, Deputy Director and other staff members of management. Assignment or instruction is received from the Office Manager and/or Executive/Board Secretary II.

Examples of Duties (Illustrative)

1. Reviews correspondence, reports and other documents to determine the proper disposition.
2. Records incoming or outgoing important documents and/or instruments in log sheets or similar record as required by management, i.e. fax sheets, checks, bids, payments, certified letters, reports, packages by courier.
3. Handles incoming and outgoing phone calls, fax sheets and messages efficiently.
4. Promptly handles incoming phone calls and fax documents as instructed by the supervisor.
5. Greets visitors or guests and promptly refers to the appropriate CPA staff.
6. Accepts and adjusts appointments for the Executive Director or Deputy Director and members of the management team and reports to him or her the nature of appointments, name and title of person (s), firm or agency and other pertinent information.
7. Assists in the preparation records and/or documents for meetings or conferences.
8. Brings important matters which might require priority handling to the attention of the appropriate staff accordingly.
9. Compiles, organizes and files records and documents systematically.
10. Implements approved filing system.
11. Follows performance standards and written procedures for both routine and non-routine work.
12. Maintains a high degree of confidentiality on records or information as specifically instructed by supervisor(s).
13. Responds to crisis or urgent situations, i.e. research of a specific record that is urgently needed, filing, compilation of data, preparation of references or material for meetings, documents to be reproduced or delivered to other agencies immediately.

Code 110 (continuation)

- 14. Assists in the activation and coordination of the Emergency Command Center.
- 15. Follows office procedures.
- 16. Performs other related duties as assigned.

Minimum Requirements of Work

- 1. General knowledge of Government and CPA operations.
- 2. Knowledge of CPA procedures.
- 3. General knowledge of general procedures, practice and techniques of secretarial work.
- 4. Ability to typewrite (50 wpm), use calculators and word processor applications with proficiency.
- 5. Ability to operate standard office machines, e.g. telephone system, fax machines, postage meter machines, photocopier and calculator.
- 6. Ability to be pleasant and courteous to visitors or guests of CPA.
- 7. Ability to use and communicate effectively in the English language both orally and in writing.
- 8. Ability to perform under pressure.
- 9. Ability to maintain high degree of confidentiality on records or information as specifically instructed by the supervisor.
- 10. Ability to establish and maintain a cooperative relationship with supervisors, employees and other personnel.

Minimum Qualifications

Graduation from high school (or G.E.D.) and two (2) years of experience in a secretarial or receptionist level.

Shall have no record of felony or criminal conviction.

Pay Range

- Pay Level: 5
- Minimum: \$706.26 Bi-weekly or \$8.83 per hour or \$18,362.70 (pay level 5/1).
- Maximum: \$1,207.94 Bi-weekly or \$15.10 per hour or \$31,406.45 (pay level 5/12).

Adopted by CPA Board on October 25, 1995.
Revised and Adopted by CPA Board on December 21, 2016.

file: 110recsec.doc
updated : 1/99

COMMONWEALTH PORTS AUTHORITY
Position Description

PORTS POLICE OFFICER I - SIA

Code 707

Nature of Work

Responsible for performing specific security procedures or activities as directed by supervisors at the Saipan International Airport which shall include compliance with applicable local, Federal (FAR 107) and FAA standards and regulations.

The employee in this class is responsible for performing specific functions of the Ports Police including compliance with FAR 107 (Federal Regulations) which governs the Ports Police program at CPA. This class is an entry level and responsible for developing skills to effectively perform airport security procedures.

Examples of Duties (Illustrative)

1. Performs specific security tasks or activities and procedures as directed by supervisors.
2. Applies proper security techniques and procedures.
3. Familiarizes with FAR 107 and CPA policies and regulations.
4. Enforces CPA policies and regulations, local and Federal statutes.
5. Performs routine security tasks on a daily basis, i.e. inspection of airport facilities and perimeter, commuter and main terminal building complex areas, vehicle parking lot areas.
6. Applies appropriate security procedures on persons whose actions violate airport rules and regulations, applicable federal regulations or local ordinances.
7. Responds to crisis, irregular incidents or emergency situations in accordance with emergency response plan and FAA standards.
8. Follows airport security performance standards and written instructions or procedures for non-routine security work.
9. Complies with work requirements including FAA standards, local ordinances and OSHA regulations.
10. Attends training sessions or class related to Airport Security Program.
11. Participates in emergency response drills.
12. Applies theories and security techniques necessary to effectively carry out Ports Police activities.
13. Follows approved safety procedures regarding use and application of weapons, i.e. revolvers, clubs, mace.
14. Performs other related duties as assigned.

Code 707 continuation

Minimum Requirements of Work

1. Knowledge of specific functions of the Ports Police Department.
2. Knowledge of CPA procedures.
3. Knowledge of approved theories, principles, practices and techniques of Ports Police.
4. Ability to meet firearms certifications requirements of the local public safety agency.
5. Knowledge of local ordinances and FAR Part 107 which governs airport security program.
6. Ability to apply principles and theories of Ports Police.
7. Ability to communicate effectively.
8. Ability to establish and maintain a cooperative relationship with the public, supervisors, Ports Police officers and other personnel.

Minimum Qualification

Graduation from high school (or G.E.D.) and not less than one (1) year of police or law enforcement experience is necessary. Must pass tests and exams for basic courses within the established training period and meets all CPA requirements under probationary employment status. Must be certified for fire arms and deputized as law officer. Must not be over the age of thirty-five (35) for new hires in accordance with the Age Discrimination in Employment Amendments of 1996.

Shall have not felony or criminal conviction.

Pay Range

Pay Level: 7
Minimum: \$778.65 bi-weekly or \$9.73 per hour (PL7/1).
Maximum: \$1,331.75 bi-weekly or \$16.65 per hour (PL7/12).

Adopted by CPA Board on October 25, 1995.

Revised and adopted by CPA Board on December 21, 2016.

COMMONWEALTH PORTS AUTHORITY
Position Description

GENERAL MAINTENANCE III
Port of Saipan

Code 1112

Nature of Work

Responsible for performing general port repairs, building and grounds maintenance work, and renovation involving special projects.

This employee is responsible for performing repairs and maintenance work and carrying out port repairs and maintenance activities, including tasks associated with special projects. Work is reviewed through conference with the Assistant Port Manager for Operations or the Port Operations Coordinator. This class differs from lower class in that the lower class is supervised by the General Maintenance III.

Examples of Duties (Illustrative)

1. Performs general port related repairs and maintenance work.
2. Responds to emergency repair works.
3. Inspects office building complex areas and port facilities on a daily basis and performs repairs to concrete fixtures, wooden structures, painting, floors, glass windows and doors, signs, light fixtures and other components of the terminal facilities.
4. Performs repairs and maintenance work associated with special projects, i.e. office renovation, restroom plumbing repairs, conference room repairs, woodwork, etc.
5. Applies detailed procedures and manuals properly.
6. Applies theories, methods and techniques necessary for favorable results.
7. Participates in seaport training programs.
8. Complies with applicable local, federal, OSHA and CPA regulations.
9. Performs other related duties as assigned.

Minimum Requirements of Work

1. Knowledge of general construction trades, e.g. masonry, carpentry, electrical and plumbing.
2. Knowledge of CPA procedures and regulations.
3. Knowledge of approved practice and techniques of general maintenance.
4. Ability to apply the general principles of electricity, plumbing, masonry and carpentry.
5. Ability to direct assignments to subordinates.
6. Ability to motivate employees.
7. Ability to train subordinates on general principles of terminal repairs and maintenance.

Code 1112 continuation

8. Ability to establish and maintain a cooperative relationship with supervisors, CPA employees and other staff members.

Minimum Qualifications

Graduation from high school (or G.E.D.) with no less than five (5) years of experience in construction or maintenance operations at ports, major hotels or resorts, or commercial buildings of which one (1) year pertains to supervisory experience.

Shall have no record of felony or criminal conviction.

Pay Range

Pay Level: 7
Minimum: \$778.65 bi-weekly or \$9.73 per hour (PL7/1)
Maximum: \$1,331.75 bi-weekly or \$16.65 per hour (PL7/12)

Adopted by CPA Board October 25, 1995.
Revised and adopted by CPA Board on February 19, 1999.
Revised and adopted by CPA Board on December 21, 2016.

file: 1112genmaint3.doc
Last updated : 1/99

Commonwealth Ports Authority
General Maintenance I - West Tinian Airport
Position Description

Code 1015

Nature of Work

Responsible for performing routine repair work to the air terminal building and airport ground areas, and developing skills in preparation for more difficult assignments.

This employee is responsible for performing daily-scheduled repairs and ground maintenance work including specific tasks on special repairs or renovation of offices or sections of the terminal building structure as directed by supervisors. This class is also responsible to develop his or her skills for more complex tasks or procedures. Under the direct supervision of the airport & seaport manager or his designee.

Examples of Duties (Illustrative)

1. Performs routine terminal repairs and ground maintenance work.
2. Responds to emergency repair works or urgent situations.
3. Participates in inspecting terminal building complex areas on a daily basis and performs repairs to concrete fixtures, wooden structures, painting, glass windows and doors, signs, light fixtures and other components of the terminal facilities.
4. Performs specific phases or tasks of electricity, plumbing or masonry work in special projects as directed by supervisors.
5. Inspects airport ground areas on a regular basis, e.g. airfield, terminal grounds, perimeter and other airport premise and performs mowing, bushcutting, trimming and planting of trees and plants, and maintaining of planters.
6. Applies procedures and manuals properly.
7. Applies techniques necessary for favorable results.
8. Participates in airport training programs.
9. Complies with applicable OSHA regulations.
10. Follows all safety measures and complies with requirements.
11. Performs other related duties as assigned.

Minimum Requirements of Work

1. General knowledge of terminal maintenance functions.
2. General knowledge of CPA procedures.
3. General knowledge of approved practice and techniques of repairs and maintenance.
4. Ability to apply the general principles of electricity, plumbing, masonry, carpentry and termite control.
5. Ability to operate light equipment to heavy duty mowers and tractors.

6. Ability to establish and maintain a cooperative relationship with supervisors, personnel and other staff members.

Minimum Qualifications

Any combination equivalent to graduation from high school (or G.E.D.) and a strong desire to establish a career at the Commonwealth Ports Authority.

Shall have no record of felony or criminal conviction.

Pay Range

PAY LEVEL : 2

Minimum : \$ 610.09 bi-weekly or \$ 7.63 per hour (pay level 2/1)

Maximum: \$ 1,043.46 bi-weekly or \$ 13.04 per hour (pay level 2/12)

ADOPTED BY CPA BOARD ON OCTOBER 25, 1995.

Revised and Adopted by Board on December 21, 2016.

file: 1012gen1.doc

Last updated : 12/18/95

Commonwealth Ports Authority
Custodial I - West Tinian Airport
Position Description

Code 1010

Nature of Work

Responsible for performing cleaning procedures and carrying out the activities of the custodial program at West Tinian Airport.

This employee is responsible for performing cleaning procedures and carrying out the activities of custodial department including general clean up of all areas of the terminal building complex. This class is entry level and under the direct supervision of the airport & seaport manager or his designee.

Examples of Duties (Illustrative)

1. Performs clean up tasks and carry out the activities and procedures of custodial at West Tinian Airport.
2. Responds to crisis, urgent or emergency situations, e.g. typhoons, heavy storms.
3. Applies proper cleaning techniques, procedures and solutions as prescribed by CPA.
4. Performs clean up procedures in terminal building complex areas including restrooms, holding room areas, offices, floors, chairs, benches, lighting and plumbing fixtures, walls, hallways, windows and doors.
5. Observes all airport safety measures and complies with requirements.
6. Applies cleaning methods and techniques necessary for favorable results.
7. Complies with applicable OSHA and FAA rules and regulations.
8. Performs routine clean procedures within time allotted for clean up during non-peak periods to minimize interference with passenger traffic flow.
9. Attends in-house training programs to advance skills and knowledge of custodial procedures.
10. Performs other related duties as assigned.

Minimum Requirements of Work

1. Knowledge of functions of the custodial department.
2. General knowledge of CPA rules and regulations.
3. Ability to apply approved techniques and practices of airport custodial program.
4. Ability to establish and maintain a cooperative relationship with the public and supervisors, and other staff members.

Minimum Qualifications

Graduation from high school (or G.E.D.). and a strong desire to establish a career at the Commonwealth Ports Authority. Experience is not necessary.

Shall have no record of felony or criminal conviction.

Pay Range

PAY LEVEL : 1

Minimum : \$ 581.04 bi-weekly or \$7.26 per hour or \$15,107.04 (Pay Level 1/1)

Maximum: \$ 993.78 bi-weekly or \$12.42 per hour or \$25,838.17 (pay level 1/12)

ADOPTED BY CPA BOARD ON OCTOBER 25, 1995.

Revised and adopted by CPA Board on December 21, 2016.

file: 1010cus1.doc

Last updated : 12/18/95

COMMONWEALTH PORTS AUTHORITY
Position Description

PORTS POLICE/ARFF TRAINEE - Tinian

Code 1009

Nature of Work

Responsible for developing Aircraft Rescue and Fire Fighting (ARFF) and law enforcement emergency response skills and acknowledge in preparation for the more difficult assignment levels.

At an entry level, employee in this class serves dual responsibility for efficiency and is responsible for learning and developing rescue, fire fighting, and law enforcement skills in preparation for higher level assignments. Employee is under close supervision by supervisors.

Examples of Duties (Illustrative)

1. Attends classes, training sessions, drill and lectures for the purpose of learning methods and techniques of crash rescue, fire suppression, and law enforcement.
2. Learns theories and methods appropriate to all types of fire fighting and law enforcement specialized procedures and techniques required which shall include fire fighting, rescue, law enforcement.
3. Participates and develops skill in first-aid and cardio-pulmonary resuscitation.
4. Performs strenuous physical activities such as lifting heavy fire fighting and enforcement equipment, climbing ladders, and lifting and carrying people and equipment for rescue and salvage.
5. Uses and maintains fire fighting and law enforcement equipment.
6. Applies the theories necessary for effective fire fighting and law enforcement operations.
7. Performs other related duties as assigned.

Minimum Requirements of Work

1. Knowledge of the functions of the ARFF and Ports Police Departments.
2. General knowledge of CPA procedures and as an autonomous agency.
3. Ability to apply principles of ARFF and law enforcement techniques while under training.
4. Ability to establish and maintain a cooperative relationship with supervisors, crew members and other personnel.
5. Trainee will be placed in a one (1) year probationary status and must complete and pass all academic and hands-on ARFF and Ports Police training minimum requirements.

Code 1009 continuation

Minimum Qualifications

Graduation from high school (or G.E.D.), strong desire to establish a career at the Commonwealth Ports Authority as a fire fighter/ports police and shall be no less than eighteen (18) years of age and no more than thirty-five (35) years of age upon hire in accordance with the Age Discrimination in Employment Amendments of 1996. Experience is not necessary. Must be in accordance with recognized medical and physical fitness requirements.

Shall have no record of felony or criminal conviction.

Pay Range

Pay Level: 5/1
\$706.26 bi-weekly or \$8.83 per hour (PL5/1).

Adopted by CPA Board on February 19, 1999.

Revised and adopted by CPA Board on December 21, 2016.

file: 1009train99.doc

PHYSICAL FITNESS TEST REQUIREMENT

All pre-qualified applicants must undergo and pass all the following criteria of the physical fitness test before an applicant is scheduled for interview:

1. ***1-Mile Run:*** -Ages 18 thru 29 must run within 11 minutes in order to pass.
-Ages 30 and above must run within 11 minutes and 30 seconds in order to pass.
2. ***Sit-Ups:*** Must perform forty (40) sit-ups within 2 minutes in order to pass.
3. ***Push-Ups:*** Must perform thirty (30) push-ups within 2 minutes in order to pass.

In addition to the physical fitness test, selected applicant for the position must pass a complete medical evaluation prior to employment. For more information on the above requirements, please contact 433-9294.