

**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*