



Commonwealth Ports Authority

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

P.O. BOX 501055, SAIPAN, MP 96950

Phone: (1-670) 237-6500/1 • Fax: (1-670) 234-5962

Website: www.cnmiports.com



JOB VACANCY ANNOUNCEMENT #06-2024

Opening date: April 15, 2024

Closing date: May 03, 2024

Location: SAIPAN

SALARY

Position(s): (1) Staff Engineer

UNGRADED

Nature of Work

Highly responsible for all engineering programs and activities of CPA.

This employee is responsible for the management and supervision of engineering programs and activities at the Commonwealth Ports Authority (CPA). Work is technical in nature and reviewed through conferences with the Executive Director or his designee and submission of reports. Employee exercises independent judgment in solutions to situations or problems in which no precedents exist. This position is unclassified.

Minimum Qualifications

Graduation from high school (or G.E.D.) and a four (4) year degree in civil engineering from an accredited U.S. college or university with no less than five (5) years of progressively responsible experience in a professional engineering level of which three (3) years pertain to supervisory experience.

Shall have no record of felony or criminal conviction.

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, May 03, 2024**.

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 and austerity, 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.robert@cnmiports.com and hrspcialist@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.

LEO B. TUDELA
Executive Director

COMMONWEALTH PORTS AUTHORITY
Position Description

STAFF ENGINEER

Code 120

Nature of Work

Highly responsible for all engineering programs and activities of CPA.

This employee is responsible for the management and supervision of engineering programs and activities at the Commonwealth Ports Authority (CPA). Work is technical in nature and reviewed through conferences with the Executive Director or his designee and submission of reports. Employee exercises independent judgment in solutions to situations or problems in which no precedents exist. This position is unclassified.

Examples of Duties (Illustrative)

1. Develops, coordinates and directs the overall CIP program.
2. Develops scope of work on CPA projects.
3. Participates in the selection process in awarding projects and reviews the procurement of contracts for architecture and engineering services, construction management consultants and construction firms.
4. Follows CPA and applicable federal procurement rules and regulations.
5. Coordinates with governmental agencies, Army Corps of Engineers, U.S. EPA, FAA and other cognizant agencies on CPA projects.
6. Coordinates and reviews designs developed for CPA projects to determine whether technical and engineering, federal and CPA requirements are met.
7. Advises the Executive Director or his designee on substantial changes to technical requirements, budgets, priorities, and/or services on specific projects and recommends a course of action to resolve the situation.
8. Coordinates with accounting department in monitoring project funding, budgeting, processing of contractors' invoices and project status.
9. Holds discussions with Executive Director, architectural and engineering firms, construction management consultants, and officials of CPA tenants to effectively direct the overall engineering program.
10. Performs other related duties as assigned.

Minimum Requirements of Work

1. Knowledge of the specific functions of each department at CPA.
2. Knowledge of CPA as an autonomous agency, rules, regulations and procedures.
3. Knowledge of approved theories, principles and practice of Engineering.
4. Knowledge of applicable local ordinances, federal and FAA standards and regulations.
5. Ability to apply principles and theories of engineering proficiently.

Code 120 continuation

6. Ability to organize, assign and direct assignments to subordinates.
7. Ability to motivate personnel.
8. Ability to establish and maintain a cooperative relationship with tenants, supervisors, employees and other personnel.

Minimum Qualifications

Graduation from high school (or G.E.D.) and a four (4) year degree in civil engineering from an accredited U.S. college or university with no less than five (5) years of progressively responsible experience in a professional engineering level of which three (3) years pertain to supervisory experience.

Shall have no record of felony or criminal conviction.

Pay Range

UNCLASSIFIED

Adopted by CPA Board on October 25, 1995.

file: 120staffeng.doc
Last updated : 1/99