



## Commonwealth Ports Authority

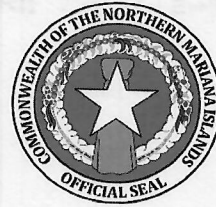
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### JOB VACANCY ANNOUNCEMENT # 01-2021

**Opening date: January 08, 2021**

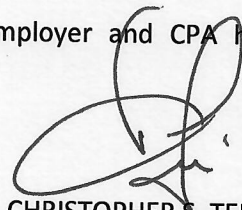
**Closing date: January 29, 2021**

**Positions:** (1) Mechanic-II (Saipan-ARFF)

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, 2<sup>nd</sup> 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 29, 2021**.

Detailed information on qualifications and position descriptions for the above positions may be picked up along with the application form from Tuesday-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](mailto: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**

**MECHANIC II - SIA**

**Code 410**

***Nature of Work***

Responsible for the functioning, repairs and maintenance of CPA equipment and vehicles.

This employee is responsible for the proper functioning of all equipment and vehicles of CPA by performing related repairs and maintenance work. Work is reviewed through inspection of repair work and submission of reports. Under the direct supervision of the Mechanic III.

***Examples of Duties (Illustrative)***

1. Performs repairs and maintenance procedures and activities.
2. Applies proper practices and procedures in equipment repairs and maintenance.
3. Applies detailed procedures and manuals for the ARFF Department.
4. Advises supervisor on substantial changes to approved work orders.
5. Carries out work as scheduled with supervisors for regular equipment and vehicle maintenance work
6. Performs quick repairs and/or maintenance work under urgent or emergency situations.
7. Applies performance standards and written instructions or procedures.
8. Maintains reliable and accurate records of repairs and maintenance.
9. Submits reports to Mechanic III on repair and maintenance work performed as required.
10. Applies theories, methods and techniques necessary for favorable results.
11. Complies with applicable local, FAA standards, OSHA and CPA rules and regulations.
12. Attends training programs related to generators, fire trucks, heavy equipment, i.e. loading bridges, automobiles and special CPA tools.
13. Applies updated and current technology for favorable results.
14. Performs other related duties as assigned.

***Minimum Requirements of Work***

1. Knowledge of functions of the ARFF Mechanic.
2. General knowledge of CPA rules, regulations and procedures.
3. In depth knowledge of principles, theories, techniques, practices and procedures on repairs and maintenance.
4. Knowledge of applicable local ordinances, federal and FAA standards and regulations.

## **Code 410 continuation**

5. Ability to apply principles, theories, techniques, practices and procedures of repairs and maintenance proficiently.
6. Ability to utilize manufacturer's prints, designs, manuals and related documentation for proper references in the performance of repairs and maintenance.
7. Ability to establish and maintain a cooperative relationship with supervisors and employees.

### ***Minimum Qualifications***

Any combination equivalent to graduation from high school (or G.E.D.) and successfully completed related vocational and technical certification program at a U.S. accredited trade or vocational school plus three (3) years of responsible experience in an automotive and heavy equipment repair and maintenance operation of which one (1) year pertains to supervisory experience.

Shall have no record of felony or criminal conviction.

### ***Pay Range***

Pay Level: 6  
Minimum: \$9.27 per hour or \$19,280.84 per annum (PL 6/1).  
Maximum: \$15.85 per hour or \$32,976.77 per annum (PL6/12).

*Adopted by CPA Board on October 25, 1995.*

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

*file: 410mech2.doc*

*Last updated : 1/99*