



Commonwealth Healthcare Corporation
Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 25-046

POSITION:	Plant Operations Manager	OPENING DATE:	<u>03/18/2025</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>04/01/2025</u>
SALARY:	\$47,821.28 - \$58,127.68 P/A		
PAY LEVEL:	07/04 – 07/08		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Facilities Management Department, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

This position is established within the Commonwealth Healthcare Corporation (CHCC) under the general supervision of the Facility & Support Manager and guidance from the Chief Operation Officer (COO) for Ancillary & Support Services. The incumbent oversees the daily operational activities of the CHCC Plant or Production facility.

The Plant Operations Manager directs skilled trades workers maintaining and repairing buildings and grounds, operating power plants, and providing security and fire protection for CHCC with a limited number of buildings, facilities, and technical operational problems.

DUTIES:

- Planning, organizing, directing and running optimum day-to-day operations.
- Increasing production, assets capacity and flexibility while minimizing unnecessary costs and maintaining current quality standards.
- Supervises and evaluates the work of subordinates.
- Recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignment.
- Administers personnel policies and procedures.
- Inspects building, grounds, and equipment used by facility.
- Determines immediate and long-range needs for maintenance and repair work.
- Consults with administrative supervisor on priorities for major projects; evaluates labor, material, and related costs for altering existing facilities and equipment and prepares plans, specifications, and reports.
- Analyzes and prepares regular and periodic reports about operational and maintenance costs.
- Schedules and coordinates work projects.
- Inspects work in progress and upon completion for compliance with standards.
- Provides technical guidance and assistance as required.
- Requisitions necessary materials, supplies, parts, and tools required and controls storage and use.
- Inspect premises to determine compliance with Occupational Safety and Health rules and regulations; recommends changes and prepares reports.
- Trains personnel in fire safety techniques; schedules drill and evaluates performance effectiveness.
- Confers with agency program personnel about requested alternations and revisions of facilities.
- Provides technical guidance and assistance on costs, feasibility, and alternatives.
- Confers with sales representatives and evaluates new or different products used in operational programs; recommends purchase of new or different products.
- Perform other related duties as assigned.

CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job-related medical condition or disability, or any legal protected status.

QUALIFICATION REQUIREMENTS:

EDUCATION: Any combination equivalent to graduation with a bachelor's degree in engineering, business, industrial management or related discipline with full-time work experience and supervisory in construction, maintenance inspection and repair of residential or commercial buildings or the operation, maintenance, inspection and repair of commercial equipment to produce power, heat, and refrigeration.

EXPERIENCE: Six (6) years of full-time skilled trades work experience in construction and maintenance with four (4) years of supervising, managing and or coordinating plant activities.

KNOWLEDGE/ SKILL/ ABILITIES:

- Administration and Management – Business and management principles involve in strategic planning, resource allocation, human resource modeling, leadership technique, production methods, and coordination of people and resources.
- Building and Construction – Materials, methods, and the tools involved in the construction or repair of house, buildings, or other structures such as highways and roads.
- Customer Service- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Design- Design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Engineering and Technology- The practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Mathematics- Arithmetic, algebra, geometry, calculus, statistics, and applications.
- Active Listening- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination- Adjusting actions in relation to others' actions
- Critical Thinking- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Monitoring- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Social Perceptiveness- Being aware of others' reactions and understanding why they react as they do.
- Speaking- Talking to others to convey information effectively.
- Deductive Reasoning- Apply general rules to specific problems to produce answers that make sense.
- Oral Comprehension- Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression- Communicate information and ideas in speaking so others will understand.
- Problem Sensitivity- Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Written Comprehension- Read and understand information and ideas presented in writing.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening and drug screening in accordance with CHCC policy.

OTHERS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**Exempt**” or is not eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. This work schedule however is subject to change with or without notice based on the Employer's business requirement and/or by the demands of the employee's job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

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INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

Commonwealth Healthcare Corporation

1178 Hinemlu' St., Garapan, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

Employment Application Forms will be available 24/7 at the employer's hospital facility's Main Cashier Office (entrance/exit point for all)

E-mail: apply@chcc.health

Direct Line: (670) 234-8951 ext. 3444/3410/3427/3583/3584

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

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***Note:** Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.*