



# Commonwealth Healthcare Corporation

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



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 25-082

POSITION: **Maintenance Specialist**

NO. OF VACANCIES: **1**

OPENING DATE: **06/11/2025**

CLOSING DATE: **06/25/2025**

SALARY: **\$30,823.52 P/A**

PAY LEVEL: **05/01**

*The salary given will be determined by the qualifications of the appointee.*

LOCATION: **Plant Operations, Facilities Management,  
Commonwealth Healthcare Corporation, Saipan**

#### NATURE OF WORK:

Under the general supervision of the Facilities Management Director and the direct supervision of the Plant Operations Manager, the employee in this position performs a wide variety of specialized maintenance and repair work and is also responsible functioning in an essential role as a team leader. The incumbent is responsible for the evaluation and outcome of the needs of the systems and facilities within the premises of Commonwealth Healthcare Corporation (CHCC) in order to maintain smooth, well-ordered operation. This position is situated within the Maintenance Department, Commonwealth Healthcare Corporation (CHCC).

#### DUTIES AND RESPONSIBILITIES:

- Assigns and assists with work order requests to be assigned to personnel.
- Create, open, update, complete work orders on the Facility Management program while maintaining accurate records on materials used and labor as well as reporting.
- Maintains accurate records of all work order requests and work logs.
- Maintains a scheduled service and repair log for all medical and non-medical equipment.
- Develops, monitors and initiates routine maintenance schedule(s) for all non-medical equipment and medical equipment for operational testing to determine the need for, and the performance of, repair.
- May be required to prepare and submit monthly reports on work order requests completed and pending.
- Organizes inspection schedules for all major contract work of all electrical, mechanical, plumbing, and other maintenance-related systems completed within the confines of Commonwealth Healthcare Corporation (CHCC).
- Monitors renovations and construction of existing and new facilities.
- Coordinates Infection Control Risk Assessments (ICRA) on all renovated and existing facilities.
- Retains an accurate inventory of all medical and non-medical apparatus, tools, spare components and other job-related materials.
- Troubleshoots all mechanical, electrical, plumbing, and other related systems and equipment (including generator engines, HVAC systems, boiler systems, pump motors, vacuum pumps, compressors, oxygen machine compressors, reverse osmosis machines, pump boilers, and medical air compressors) within the facilities of the hospital and any property occupied by satellite locations.
- Maintains and repairs all mechanical, electrical, plumbing, and other related systems and equipment (including generator engines, HVAC systems, boiler systems, pump motors, vacuum pumps, compressors, oxygen machine compressors, reverse osmosis machines, pump boilers, and medical air compressors) within the facilities of the hospital and any property occupied by satellite locations.
- Installs, maintains, calibrates, repairs and de-installs electronic equipment.
- Repairs electronic devices;
- Proficient with the direct installation of electrical wiring at construction and other sites.
- Repair Wiring Systems, Electrical Conduits, and Related Equipment.

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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.

- Terminating and Setting Switchgear, Panels, and other Distribution Equipment.
- Interpreting Blueprints and Construction Drawings.
- Diagnosing Malfunctions in Electrical Systems.
- Calibrating Level, Pressure, Temperature, and Flow Measuring Systems.
- Perform 3-Phase Motor Replacement.
- Perform repair or replacement of Industrial Control Systems.
- Performs weekly and monthly inspection and start up testing for Fire Pumps and Emergency Generators.
- Performs quarterly inspection on hospital refrigerators.
- Performs water line repairs to main and lateral connections.
- Performs high level mechanical and electrical trouble shooting and repair for Daiken and Petra Units HVAC Units.
- Ability to respond as needed on a 24/7 basis and work altered schedules other than standard 0730-1630 shift.
- Perform other related duties as assigned.

### **QUALIFICATIONS:**

**Education:** High School Diploma, General Education Development (GED), Advanced Development Institute (ADI), or Adult Basic Education (ABE).

**Experience:** Five (5) years' experience in two (2) or more trade skills in a hospital environment.

**Other:** Intermediate proficiency in computer applications. Effective verbal and written communication skills.

### **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 “**Non-Exempt**” or is 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.*

### **INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:**

Office of Human Resources

Commonwealth Healthcare Corporation

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

Office Hours: Monday through Friday, 7:30am to 4:30pm; **CLOSED** on weekends and holidays.

Employment Application Forms are available at the hospital facility's Main Cashier Office or online at [www.chcc.health](http://www.chcc.health).

E-mail: [apply@chcc.health](mailto:apply@chcc.health)

Trunk Line: (670) 234-8951 ext. 3427/3444/3556

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.