



Commonwealth Healthcare Corporation

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



HUMAN RESOURCES

Re-Announcement

EXAMINATION ANNOUNCEMENT NO. 25-083

POSITION: **Maintenance Technician**

NO. OF VACANCIES: **1**

OPENING DATE: **10/28/2025**

CLOSING DATE: **11/12/2025**

SALARY: **\$22,998.56 P/A**

PAY LEVEL: **03/01**

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

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

NATURE OF WORK:

Under the general supervision of the Facilities Management Manager and the direct supervision of the Plant Operations Supervisor, the employee in this position performs entry level on-the-job-training in basic building maintenance trades, such as carpentry, masonry, painting, electrical, plumbing, etc. The incumbent also provides assistance in the repairing, rebuilding and overhauling of mechanical engines. This position is located in the Plant Operations Unit of the Commonwealth Healthcare Corporation (CHCC).

DUTIES AND RESPONSIBILITIES:

- On-the-job-training in providing assistance in basic building maintenance trades, such as carpentry, masonry, painting, electrical, plumbing, etc.
- Create, open, update, complete work orders on the Facility Management program while maintaining accurate records on materials used and labor as well as reporting.
- Learns to increase trades skills by performing on the job training and assistance.
- Assists with estimates and costs of the projects.
- Assists with the availability of all required materials, parts, supplies required to complete projects.
- Assists with preparation of requisitions as required.
- Assists with diagnoses for cause for mechanical failure or operation difficulties.
- Assists in the inspection and reports to the supervisor any unusual difficulties encountered and areas of suspected or potential trouble.
- Assists in the clearance and reports all discrepancies before equipment is tested and placed back on line.
- Assists in maintaining reports and records of repair projects as required.
- Assists in mechanical repairs and replacement of motors (e.g., exhaust fan, and compressor).
- Perform HVAC cassette filter replacement and disinfection of exterior housing.
- Remove, clean and repaint diffusers.
- Monitor non-medical and medical equipment parameters for proper working condition.
- Perform daily readings of equipment monitored under the Engineering department.
- Under supervision, perform minor plumbing repairs (e.g., faucet, po plug and p-trap replacement).
- Perform hourly reading on specific equipment to ensure equipment operation.
- Perform daily diesel readings.
- Provide assistance on inventory of parts / supplies and organization.
- Under supervision, perform oxygen refilling and delivery of medical gases.
- Ability to respond as needed on a 24/7 basis and work altered schedules other than standard 7:30 a.m. – 16:30 p.m. shift.
- 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.

QUALIFICATIONS:

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

Experience: Plus, three (3) years' experience working in a hospital environment or an equivalent combination of education and experience.

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.

E-mail: 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.