



Commonwealth Healthcare Corporation

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



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 25-080

POSITION: **Heating Ventilation & Aircon Condition (HVAC) Technician** OPENING DATE: **06/11/2025**
NO. OF VACANCIES: **1** CLOSING DATE: **06/25/2025**
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,
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 repairs, services, installations, etc. to the Heating Ventilation & Aircon Condition (HVAC) system. This position is located in the Maintenance Unit of the Commonwealth Healthcare Corporation (CHCC).

DUTIES AND RESPONSIBILITIES:

- Create, open, update, complete work orders on the Facility Management program while maintaining accurate records on materials used and labor as well as reporting
- Inspect, repair, modify and install Heating Ventilation & Aircon Condition (HVAC) equipment including refrigeration and air conditioning compressors, receivers, condensers, chillers, water cooling towers, forced air converter units, pumps, automatic and hand valves, expansion valves and capillary tubes.
- Conduct regular preventive maintenance inspections of refrigeration units, isolated heating and ventilating units, make necessary adjustments or repairs; service and repair to evaporative coolers.
- Repair and rebuild semi-hermetic reciprocating compressors and compressors for centrifugal refrigeration machines.
- Perform skilled electrical maintenance work in the repair, installation and alteration of HVAC equipment, components, timers, motors and wiring systems as needed; connect motors to control panels.
- Install, rebuild, replace or repair fans, motors, thermostats, fuses, filters, bearings, valves, controls, gaskets and other equipment as necessary.
- Lubricate and pack heating, ventilation, refrigeration, and air-conditioning motors, pumps, fans, and other equipment.
- Install and calibrate systems; install copper tubing and repair pipes and tubing as necessary; test joints and insulate pipes of refrigeration and air conditioning systems; rebuild pressure and temperature safety valves, water valves, water shut off valves and water pumps.
- Maintain related records concerning time, labor and materials; maintain log of tasks performed and write reports as required.
- Knowledge and ability to understand blueprints, design specifications and symbols
- Knowledge and ability Lay out and connect electrical wiring between controls and equipment, according to wiring diagrams.
- Must have the ability to trouble shoot and identify root cause of malfunction
- Recommend, develop, or perform preventive or general maintenance procedures, such as cleaning, power-washing, or vacuuming equipment, oiling parts, or changing filters.
- Keep records of repairs and replacements made and causes of malfunctions.
- Install or repair air purification systems, such as specialized filters or ultraviolet (UV) light purification systems.

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.

- Estimate, order, pick up, deliver, and install materials and supplies needed to maintain equipment in good working condition.
- Repair or service heating, ventilating, and air conditioning (HVAC) systems to improve efficiency, such as by changing filters, cleaning ducts, and refilling non-toxic refrigerants.
- Performs other duties as assigned.

QUALIFICATIONS:

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

Experience: Plus, three (3) years HVAC commercial experience, EPA Certification; HVAC Certification.

Other: Experience in performing building and/or grounds maintenance work, preferred.

KNOWLEDGE/SKILL/ABILITY:

- Ability to respond as needed on a 24/7 basis and work altered schedules other than standard 0730-1630 shift.
- Standard practices of the HVAC and refrigeration trade.
- Theory of HVAC and refrigeration systems.
- Materials, methods and tools used in the operation and repair of HVAC and refrigeration systems.
- Applicable building codes, ordinances and regulations of State and local authorities pertaining to HVAC, refrigeration and boilers.
- Air compressors and pneumatic controls.
- Cooling tower and boiler water treatment.
- Manual and electrical tools and equipment applicable to the HVAC and refrigeration trade.
- Welding and soldering techniques.
- Health and safety regulations.
- Basic record-keeping techniques.
- Proper methods of storing equipment, materials and supplies.

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.*

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