



# Commonwealth Healthcare Corporation

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



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 24-052

POSITION:	<b>Security Guard</b>	OPENING DATE:	<b><u>02/07/2024</u></b>
NO. OF VACANCIES:	<b>2</b>	CLOSING DATE:	<b><u>02/21/2024</u></b>
SALARY:	<b>\$19,866.08 P/A – \$20,860.32 P/A</b>		
PAY LEVEL:	<b>02/01 – 02/02</b>		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Security Unit, Facilities Management, Commonwealth Healthcare Corporation, Saipan		

#### NATURE OF WORK:

The incumbent works under the direct supervision of the Security Manager, and under the general supervision of the Chief Operations Officer (COO) for Ancillary & Support Services. This position is responsible for the safety and security of Commonwealth Healthcare Corporation (CHCC) facilities, its patients, customers and employees. The incumbent is required to react and respond to emergency situations in a timely manner.

#### DUTIES:

- Answers alarms and investigates disturbances.
- Monitors and authorizes entrance and departure of employees, visitors and other persons to guard against theft, and maintain security of premises.
- Records daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Patrols premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Contacts Department of Public Safety (DPS) Police or Fire department in cases of emergency, such as fire or presence of unauthorized persons.
- Responds to medical emergencies, administering basic first aid or by obtaining assistance from paramedics.
- Roams among visitors, patrons, or employees to maintain order and protect property.
- Warns persons of rule infractions or violations, and detains or evicts violators from premises.
- Answers telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.
- Operates detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.
- Inspects and adjusts security systems, equipment, or machinery to ensure operational use and to detect evidence of tampering.
- Conducts surveillance of facility via security monitors.
- Conduct weekly life and fire safety check throughout the facility using the Life and Safety inspection Checklist form. Security will note any and all unsatisfactory findings during the inspection and submit the completed inspection check list form sign by the security officers who performed the inspection to the facility office.
- Conducts hourly surveillance throughout the facility and parking areas to ensure that CHCC property and personnel properties are protected from damage or loss due to vandalism and/or theft, using the “Deggy” monitoring system.
- Reports to maintenance personnel any unusual conditions and malfunctions of the heating, plumbing, or electrical systems.
- Participates in all fire disaster and safety drills conducted by CHCC or by other government agencies.

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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.

- Reports to the CHCC Operator and alerts hospital staff in the event of an emergency.
- Assists hospital staff in crowd control during fires, bombs threats and/or simulated and/or actual disaster
- Raises flags at 6:00am and lowers the flags at 6:00pm daily.
- Secures all Administration & Public Health doors/gates at 6:00pm and secures all courtyard doors at 8:00pm.
- Unlocks all Administration & Public Health doors / gates at 5:00 AM daily except Saturdays, Sundays, and Holidays unless a specific clinic is in progress.
- Inspects all vehicles departing the CHCC secured compound to ensure that CHCC property is not being removed without authorization.
- Prepares reports related to incident occurrences.
- Maintains constant communication with other guards on duty.
- Reacts to emergency situations to assists other guards in a timely manner.
- Reviews incident reports for situational awareness.
- Detains all individuals suspected of removing property without authorization for DPS arraignment.
- Enforces the CHCC “NO SMOKING”, betel nut and tobacco policy and enforces the policy throughout the facility.
- Checks in with the CHCC Operator hourly on weekends, nights, and holidays with location and report.
- Prepares a log of hourly activities during each shift and submit a copy of the report to the Security Manager.
- Functions as a Fire Marshal Responder as assigned when necessary.
- Performs other related duties as assigned.

### **QUALIFICATION REQUIREMENTS:**

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

**Experience:** Plus two (2) years of security and/or law enforcement or related experience.

### **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

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](mailto:apply@chcc.health)

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8951 ext. 3583/3584/3443

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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.*