

# PROMOTIONAL & OPEN COMPETITIVE

EXAMINATION ANNOUNCEMENT  
HUMAN RESOURCES OFFICE

**(PLEASE POST PHYSICALLY)**

It is the policy of the State Board of Education, Commonwealth of the Northern Mariana Islands, that the Public School System, Human Resources Office shall be applied and administered according to the principles of equal employment opportunity. Applications shall be evaluated regardless of age, race, gender, sexual orientation, religion, political affiliation or belief, marital status, disability, or national origin.

Applicants for this position must be a U.S. Citizen or be eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands.

## **POSITION/TITLE: Disaster Project Manager**

EXAMINATION ANNOUNCEMENT NO: **PSS-2025-029**

OPENING DATE: **June 06, 2025**

CLOSING DATE: **June 20, 2025**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$55,000.00 - \$65,000.00 Per Annum**

BENEFITS: Salary commensurate with qualifications and experience, plus excellent benefits (including Health/Life Insurance, Retirement Benefits, and Paid Leave/Holidays).

Funding Source: Federally Funded

Duration: Two (2) years standard contract

LOCATION: **Facilities Development and Management Office**

## **DUTIES AND RESPONSIBILITIES:**

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Reports directly to the Facilities Development and Management Director
- Assist PSS in the preparation of contract documents for projects, including the review of drawings and specifications with third-party A&E firms and construction contractors;
- Manage and have oversight of third-party A&E contracts and construction contracts entered into by PSS;
- Manage and ensure compliance of requirements set forth in the general conditions of contracts made for the benefit of PSS through the Public Assistance Office, NMHC, or any other applicable agency;
- Coordinate regular meetings with PSS, third-party A&E firms, third-party construction contractors, regulatory agencies, external agencies, and other stakeholders involved, as required;
- Prepares and presents detailed reports, logs, worksheets, and other supporting documentation to ensure financial award provisions and conditions are in compliance and as required by FEMA, CDBG-DR, EDA and any other applicable agency;
- Ensure compliance for both prevailing wage and hour requirements, insurance and bonding requirements, and that all health and life safety requirements are met. Ensure proper documentation is provided and events are reported, as required;
- Prepares and submits reimbursement requests for all disaster project categories;
- Coordinate permitting with construction contractors and regulatory agencies and ensure permitting compliance with construction contractors;
- Cost-estimate individual projects and provide recommendations to PSS on construction factors related to cost and on matters associated with the overall project budget;

- Coordinate project schedule development, including adjustments based on progress of work;
- Provide recommendations for prioritizing critical items and long-lead items;
- Review RFI's and coordinate accurate responses from the designer on record (DOR) or from PSS, as applicable, to be received by prospective contractors during the bidding process, or to be received by third-party construction contractors during the course of construction;
- Review and certify payment applications and invoices from third-party A&E firms and construction contractors;
- Prepares and reviews close-out document review, including pre-final punch-list items and ensure performance of corrective work;
- Facilitate and organize all phases of projects concurrently, from predesign through construction completion;
- Assist Legal Department in the negotiation, arbitration, and or litigation of contract disputes as necessary;
- Perform other tasks as required and attend to matters relating to the project management of all CNMI disaster projects.

#### JOB RELATED DUTIES AND RESPONSIBILITIES ASSIGNMENTS:

PSS anticipates entering into a contract that will include full project management and construction consulting services for all PSS Disaster projects throughout the CNMI. Services to be provided shall include organizing, planning, and supervising a wide range of construction projects and construction procedures from start to finish, and ensuring that all projects are completed in a timely and efficient manner.

The responsibilities of the Project Manager (PM) shall include overseeing the design phase and coordinating the construction phase of all PSS disaster projects up until project close-out. The PM shall assist any assigned third-party A&E firm contracted for the design or construction management (CM) services, or any assigned third-party construction contractor contracted to provide construction services for any PSS facility. Assistance shall include, but not be limited to, coordination between the designer on record (DOR) and the construction contractor, coordination with external agencies, coordination with permit and utility issues, and other related matters. Generally, the PM shall represent PSS in all design and construction-related matters. The presence of the Commissioner of Education or PSS Key Management personnel will not relieve the PM of its obligations under its contract.

The PM must be well-versed in FEMA procedures, construction methods and procedures and shall be able to coordinate a team of professionals of different disciplines without exceeding the project budget. Accordingly, the PM shall provide guidance and advice to PSS Associate Commissioner in securing suitable external resources, as required.

#### FORTY (40) HOUR WORKWEEK:

The normal work period shall be a seven (7) days work period with a maximum non-overtime of forty (40) hours.

The Public School System (PSS) operates on a 40-hour work week. Actual working hours will be determined on the basis of operational efficiency. School Principals, Supervisors or Program Managers will establish working schedules subject to the approval of the Commissioner of Education.

### ESSENTIAL FUNCTION OF THE JOB:

The duties and responsibilities listed herein have excluded the functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed herein are essential job functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some positions may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The qualification requirements listed in this document are the minimum levels of knowledge, abilities and skills required to perform this position.

### QUALIFICATION REQUIREMENTS:

#### EDUCATION AND EXPERIENCE:

- Graduation from a U.S. accredited college or university with a Bachelor's degree in Management or related field plus four (4) years' experience with disaster grants.

#### CONDITIONAL REQUIREMENTS:

- Disaster Project Manager is considered "EXEMPT STATUS": Is not eligible for overtime pay, incentive pay or compensatory time and is paid on a salary basis pursuant to Regulations for PSS Employment of Certified Personnel and Fair Labor Standards Act.

#### ADDITIONAL QUALIFICATIONS:

- Good interpersonal and communication skills. Communicate effectively both orally and in writing, including giving and receiving feedback
- Awareness of and sensitivity to cultural issues and local community practices.
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS.
- Critical thinking, complex problem solving such as using logic and reasoning to identify problems and solutions, developing and evaluating options.
- Judgement and decision making such as considering the relative costs and benefits of potential actions to choose the most appropriate action.
- Manual dexterity to manipulate wiring and assemble objects.
- Multilimb Coordination to utilize ladders to install lighting, outlets in hard-to-reach places.

#### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Good oral and written communication skills;
- Awareness of and sensitivity to cultural and local community practices and norms.
- Basic electrical, carpentry, masonry, plumbing and mechanical skills.

### APPLICATION REQUIREMENTS:

THE FOLLOWING LIST OF REQUIRED DOCUMENTS MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION:

1. COMPLETED PSS EMPLOYMENT APPLICATION FORM;
2. COPY OF DIPLOMA/DEGREE;
3. OFFICIAL TRANSCRIPTS (SEALED) *MUST BE SENT DIRECTLY TO THE HR OFFICE FROM THE ACCREDITED INSTITUTION AND/OR THE NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES (NACES);*
4. POLICE CLEARANCE *FROM THE MOST RECENT PLACE OF RESIDENCE (WITHIN THE PAST SIX MONTHS);*
5. VERIFICATION OF EMPLOYMENT; AND
6. MEDICAL CLEARANCE (*ONLY REQUIRED UPON OFFER FOR EMPLOYMENT*).

OTHER DOCUMENTS MAY BE REQUESTED AND MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION (IF THE PSS DETERMINES IT TO BE APPLICABLE):

1. CERTIFICATE/LICENSE (Teaching, CPA, Bar, SPHR, etc.)
2. RESUME
3. PRAXIS SCORES
4. TRAFFIC CLEARANCE

INTERESTED APPLICANTS MAY OBTAIN AND SUBMIT COMPLETED APPLICATION FORMS AND ALL REQUIRED DOCUMENTS TO THE PSS HUMAN RESOURCES OFFICE AT CAPITOL HILL, BUILDING 1202, ISLETA COURT, SAIPAN or VIA EMAIL TO: , THE HUMAN RESOURCES OFFICE AT [PSSHR@CNMIPSS.ORG](mailto:PSSHR@CNMIPSS.ORG) or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370 CK SAIPAN, MP 96950, TEL. NOS. (670) 237-3037/3031.

*YOUR APPLICATION FORMS MUST BE RECEIVED BY THE PSS HUMAN RESOURCES OFFICE ON OR BEFORE THE CLOSING DATE OF THE POSITION ANNOUNCEMENT.*

Human Resource Office Use ONLY			
Application Type: Non-Certified	FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan