



NORTHERN MARIANAS HOUSING CORPORATION

JOB VACANCY ANNOUNCEMENT

OPENING DATE: October 15, 2021

CLOSING DATE: November 01, 2021 TIME: 4:00 P.M.

NMHC JVA No.	Positions:	Salary:
2021-039	CDBG-DR Compliance Manager	\$50,000.00-\$60,000.00- per annum- UNGRADED
2021-038	Building/Maintenance Worker	\$23,295.24-\$25,683.00- per annum- CLASSIFIED

Employment application form, detailed job description, qualification requirements and other information may be accessed at www.nmhcgov.net or at <https://www.cnmi-cdbgdr.com>.

Applicants may submit their applications through the following options: Submission at the at the NMHC Central Office in Garapan, Saipan; or at the Drop Box located in front of the NMHC Central Office building; or email application and documents to officemanager@nmhcgov.net.

All applicants must complete and submit the NMHC Employment Application Form together with required documents that are listed in the Employment Application Package. Failure to provide the required documents will result in automatic disqualification. NMHC and all its properties are drug-free zones; therefore, selected applicant will be subject to pre-employment drug screening.

It is the policy of the Northern Marianas Housing Corporation (NMHC) that the merit system will be applied and administered according to the principle of equal opportunity for all citizens and nationals as defined by its personnel regulations and the Northern Marianas Commonwealth Constitution regardless of age, race, sex, religion, political affiliation or belief, marital status, disability or place of origin.

For inquiries, please contact Mr. Jacob Muna, Office Manager, at (670) 234-6866/9447 or by email to officemanager@nmhcgov.net. NMHC is a fair housing agency and an equal opportunity provider, lender and employer.

/s/

JESSE S. PALACIOS

Corporate Director



NORTHERN MARIANAS HOUSING CORPORATION

P.O. BOX 500514, Saipan, MP 96950-0514

Email: nmhc@nmhc.gov.mp

Website: <http://www.nmhc.gov.net>

JOB DESCRIPTION

Position: Building/Maintenance Worker
Division: Asset Management Division
Division Manager: Property Manager

SUMMARY

The Building/Maintenance Worker shall coordinate with the Housing Preservation Technicians in the maintenance and repairs of all NMHC owned properties and housing units. The incumbent shall be able to conduct the following: cleaning, repairs, maintenance and inspection of the NMHC owned properties and units. The incumbent reports directly to the Property Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs building repairs and maintenance at NMHC-Central Office and all NMHC owned properties and housing units;
2. Performs repairs and maintenance of various appliances owned by the NMHC for Mihaville Estates, Koblerville Estates and the NMHC Central office;
3. Performs repairs and maintenance of all sliding windows for at the Mihaville Estates and Koblerville Estates. Quarterly inspection of the sliding windows to ensure all sliding windows are in good working condition;
4. Performs repairs and maintenance of all aluminum accordion typhoon shutters for the Mihaville Estates and Koblerville Estates. Quarterly inspection of the aluminum accordion typhoon shutters to ensure all aluminum accordion typhoon shutters are in good working condition;
5. Performs repairs and maintenance of all Solar Panels and Inverters for the Mihaville Estates and Koblerville Estates. Quarterly inspection of the solar panels and inverters to ensure all solar panels and inverters are in good working condition. Conducts annual cleaning of solar modules located at the roof of the units;
6. Provides recommendations on repair and maintenance activities;
7. Collaborates with the Housing Preservation Technicians to identify materials needed for repair of the housing units and /or other projects assigned by AMD Manager and the Corporate Director;
8. Coordinates with appropriate personnel to form a purchase requisition and procure materials needed for the repair and maintenance of the projects;
9. Assist in the inspection of units; tenant move-ins and move-outs; and annual inspections. Completes required forms and discusses problems or concerns with tenants;
10. Reviews service requests received from tenants; discusses nature of request and arranges repairs and materials needed with the Housing Preservation Technicians;
11. Issues citations to tenants that are not in compliance with the Section 8 New Construction requirements;



“NMHC is an equal employment and fair housing public agency”

12. Coordinates with the building maintenance workers assigned to various projects and monitors the costs and the quality of work are reasonably maintained and delivered;
13. Acquires and delivers materials to job sites;
14. Conducts inspections of NMHC's properties to ensure grounds maintenance contractors are performing their contractual obligations and certifies billing for payments;
15. Performs delivery of repaired and/or new appliances to the housing units at the Mihaville Estates or Koblerville Estates;
16. Collects and dispose trash from the NMHC Central Office and NMHC owned properties. Hauls trailer to the dump site.
17. Performs cleaning and removal of debris at the NMHC Central Office and NMHC owned properties.
18. Perform other duties as assigned by Manager and/or Corporate Director.

Qualification Requirements:

Graduation from high school, trade school, or equivalent plus a minimum of three (3) years of progressively responsible experience in building or maintenance work. The applicant must be a participant in the Workforce Investment Agency (WIA) Dislocated Worker Grant, Debris Removal Humanitarian Participant Program.

Ability to communicate verbally and in writing; Knowledge on building and safety regulations and codes; Ability to comprehend the Uniform Physical Conditions Standards (UPCS) set forth by United States Department of Housing and Urban Development (HUD); Must have knowledge and experience in carpentry, masonry, plumbing, painting, electrical, and appliance technician work; Knowledgeable in operating solar power, ability to operate a variety of power tools; Ability to prepare simple/routine inspection or citation reports. Any equivalent combination of educational, experience and training may be substituted for requirements.

Equal Employment Opportunity:

It is the policy of NMHC that the personnel merit system is administered according to the principle of equal opportunity for all citizens and nationals as defined by the Northern Marianas Commonwealth Constitution regardless of age, race, sex, religion, political affiliation or belief, marital status, disability or place of origin.

Condition Requirements:

This position is "NOT EXEMPT", is eligible to receive overtime payment for overtime hours performed pursuant to NMHC's Personnel Regulations and the Fair Labor Standards Act.

Mandatory Requirement:

NMHC and all its properties are drug-free zones and continued regard and compliance are mandatory for continued employment in NMHC.





NORTHERN MARIANAS HOUSING CORPORATION

P.O. BOX 500514, Saipan, MP 96950-0514

Email: nmhc@nmhc.gov.mp

Website: <http://www.nmhc.gov.net>



WHAT TO CONSIDER WHEN COMPLETING YOUR APPLICATION FOR EMPLOYMENT

1. Complete as thoroughly and correctly as possible each of the thirty-one (31) items listed on the Employment Application.
2. Before submitting your Employment Application, make sure that you attach the following:
 - a. Cover Letter and Resume
 - b. NMHC Applicant's Statement
 - c. High School Diploma or GED Certificate
 - d. College Degree and/or Official Transcript when claiming a Degree
 - e. Police Clearance (Criminal Record – Good within 90 days)
 - f. Certificate of Training/Workshops
 - g. Professional/occupational License (if any related to the job applied for)
 - h. Form DD-214 (Military Discharge Paper)
 - i. Permanent Resident Card/Passport if not a U.S. Citizen
 - j. Valid CNMI Driver's License
3. Make sure that you sign and date your Employment Application before submitting.
4. If you are applying for a specific job vacancy, make sure that you include position title.
5. Application and required documents must be submitted on or before the closing date of the announcement.

NOTE: FAILURE TO PROVIDE ALL DOCUMENTS NOTED ABOVE WILL BE SUBJECT TO DISQUALIFICATION.

**NMHC IS A DRUGFREE WORKPLACE.
A DRUG SCREENING IS REQUIRED FOR ALL APPLICANTS WHO ARE
CONSIDERED FOR EMPLOYMENT.**

“NMHC is an equal employment and fair housing public agency”

APPLICATION FOR EMPLOYMENT

GENERAL INSTRUCTIONS: BEFORE COMPLETING, PLEASE READ THE CERTIFICATION SECTION AT THE END OF THIS APPLICATION. TYPE OR PRINT ALL ANSWERS CLEARLY WITH A DARK BALL POINT PEN. ANSWER ALL QUESTIONS FULLY AND ACCURATELY; SIGN, DATE AND RETURN THE APPLICATION TO THE NORTHERN MARIANAS HOUSING CORPORATION FOR PROCESSING.						DO NOT WRITE IN THIS SPACE.	
1. POSITION(S) APPLIED FOR		2. ANNOUNCEMENT NUMBER					
3. POSITION(S) APPLIED FOR		4. ANNOUNCEMENT NUMBER					
5. NAME (FIRST, Middle, Last)		6. SOCIAL SECURITY NUMBER					
7. MAILING ADDRESS (P.O. Box Number or Number and Street)		8. PHONE NUMBERS <small>Home Work</small>					
9. ISLAND (or City and State)		10. ZIP CODE					
11. BIRTHDATE (Month, Date, Year)		12. BIRTHPLACE				13. CITIZENSHIP United States <input type="checkbox"/> Other <input type="checkbox"/> Specify: _____	
14. GENDER MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>		15. MARITAL STATUS (Married, Single, Widowed, Divorced, Separated)					
16. INDICATE PLACE OF RESIDENCE		PERMANENT RESIDENCE		PRESENT RESIDENCE		17. PERSON ABLE TO CONTACT YOU <small>(Name, Address, Phone Number)</small> 19. OTHER NAMES WHICH YOU ARE OR HAVE BEEN KNOWN BY	
18. LIST THE LANGUAGES YOU KNOW		Indicate your knowledge by placing "X" in the proper columns.					
		Read	Speak	Understand	Write		
20. WITHIN THE LAST FIVE YEARS OF EMPLOYMENT HAVE YOU:		a) BEEN TERMINATED FOR ANY REASONS? Yes <input type="checkbox"/> No <input type="checkbox"/>		b) QUIT A JOB TO AVOID BEING TERMINATED Yes <input type="checkbox"/> No <input type="checkbox"/>		c) BEEN CONVICTED OF ANY CRIMINAL OFFENSE Yes <input type="checkbox"/> No <input type="checkbox"/>	
If your answer is "yes" to 20, give details in item 29.							
21. LOWEST PAY YOU WILL ACCEPT \$ _____ per		22. WILL YOU ACCEPT TO TRAVEL (Check one) None <input type="checkbox"/> Some <input type="checkbox"/> Often <input type="checkbox"/>			23. WHEN WILL YOU BE AVAILABLE TO BEGIN WORKING?		
24. LAST PREVIOUS EMPLOYMENT WITH TRUST TERRITORY GOVERNMENT OF THE NORTHERN MARIANA ISLANDS							
(A) Are you retired from and receiving retirement benefits from the Commonwealth government?		a) Yes <input type="checkbox"/>		b) Yes, but qualify for Exemption payment to 1 CMC §8392(a) <input type="checkbox"/>		c) No <input type="checkbox"/>	
(B) Job Title	Organization	Grade or Pay Level		From (Month, Year)	To (Month, Year)		

25. EDUCATION AND TRAINING (Official school transcript and diploma or certificates must be attached to this application upon submission for all education and training claimed under A through I)								
(A) Name and Location of Elementary / High School attended			(B) Highest Grade Completed		(C) If Graduated, Give Date			
(D) Name and location of College/University attended (Start with your present to previous)			Dates attended		Credits Completed		Type of degree	Year of degree
			From	To	Semester Hours	Quarter Hours		
(E) Chief undergraduate college subjects		Credits Completed		(F) Chief graduate college subjects			Credits Completed	
		Semester Hours	Quarter Hours				Semester Hours	Quarter Hours
(G) Name and location of other schools attended (trade, Vocational, business, military, correspondences)		Credits Completed		(H) Subject studied			If Certificate received, give date	
		From	To					
(I) Special qualifications, skills, honors (licenses, operate office machines, data processing equipment, vehicles, construction equipment, etc.)						Words per minute		
						Typing	Shorthand	
26. EXPERIENCE: Fill in each block completely. Start with your present or most recent employer and work back. Describe all of your work listing your most important duties first. If you supervised others, describe your supervisory responsibilities. If work was part-time show average number of hours worked per week. Account the periods over the last ten years.								
1.	Dates of Employment (Month, Year) From To		Position Title			Do not write in this space		
Salary		Place of Employment		Grade or Pay Level				
Starting \$ per								
Final \$ per								
Name and Address of employer			Name and Title of Immediate Supervisor			Hours Per Week		
Reasons for Leaving				Number and Kind of Employees Supervised				
Description of Work								

5.	Dates of Employment (Month, Year) From _____ To _____	Position Title	Do not write in this space
	Salary Starting \$ _____ per Final \$ _____ per	Place of Employment	
	Name and Address of employer	Name and Title of Immediate Supervisor	Hours Per Week
	Reasons for Leaving		Number and Kind of Employees Supervised
Description of Work			
27.	LIST THREE PERSONS NOT RELATED TO YOU WHO HAVE DEFINITE KNOWLEDGE OF YOUR QUALIFICATIONS AND FITNESS FOR THE JOB FOR WHICH YOU ARE APPLYING. (Do not list supervisors you listed under Item 26.)		
	Full Name	Present Address	Business or occupation
28.	MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes <input type="checkbox"/> No <input type="checkbox"/>		
29.	FOR DETAILED ANSWERS, use space below. (Correspond your answer to the item number)		
	Item Number		
30.	ARE YOU OR ANY IMMEDIATE FAMILY A TENANT/LANDLORD UNDER NMHC'S SECTION 8 PROGRAM? Yes <input type="checkbox"/> No <input type="checkbox"/>		
31.	ARE YOU OR YOUR IMMEDIATELY FAMILY A RECIPIENT OF THE HOME LOAN PROGRAM? Yes <input type="checkbox"/> No <input type="checkbox"/>		

ATTENTION: READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION

A false answer or statement, or attempt to deceive or defraud in this application is grounds for rating you ineligible for employment with the; as per PART III A B G of the PSSR&R COMMONWEALTH GOVERNMENT OF THE NORTHERN MARIANA ISLANDS or for dismissing you from employment with the Northern Marianas after appointment. All statements made in this application are subject to investigation, including a check of court records and former employers. All information pertinent to this application will be considered in determining your present fitness for employment with the NORTHERN MARIANAS HOUSING CORPORATION, COMMONWELATH OF THE NORTHERN MARIANA ISLANDS.

CERTIFICATION

I CERTIFY that I have read and understand the foregoing paragraph. I FURTHER CERTIFY that all of the answers and statements made in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith.

SIGNATURE OF APPLICANT (DO NOT PRINT)

DATE (Month, day, year)



NORTHERN MARIANAS HOUSING CORPORATION

P.O. BOX 500514, Saipan, MP 96950-0514

Email: nmhc@nmhc.gov.mp

Website: <http://www.nmhc.gov.net>

Tel: (670)234-6866/9447

Fax: (670)234-9021



NOTE: PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS ADDENDUM TO THE APPLICATION FOR EMPLOYMENT.

APPLICANT'S STATEMENT

I hereby certify that the information provided on my Application for Employment (and accompanying resume, if any) is true and completed to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me for further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize NMHC to make a thorough investigation of my past employment and activities, agree to cooperate in such investigations, and release from any liability or responsibility all persons and companies requesting or supplying information.

I further agree to submit to any lawful drug or other aptitude testing that may be required as a condition of employment or continued employment, and understand that unless otherwise prohibited by law, refusal to submit to drug testing during the course of my employment may result in discharge pursuant to NMHC's Employee Drug and Alcohol Policy.

I certify that I have read and do understand the foregoing paragraphs.

Signed: _____ Date: _____

NMHC is an equal opportunity employer and will not discriminate or tolerate discrimination against any employee or applicant in any manner prohibited by law.

“NMHC is an equal employment and fair housing public agency”