



JOSEPH PATRICK FITIAL
Chairperson, CSC

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

CIVIL SERVICE COMMISSION

OFFICE OF PERSONNEL MANAGEMENT

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JOSEPH M. PANGELINAN
Director of Personnel

EXAMINATION ANNOUNCEMENT: T26-013

OPENING DATE: 08/11/2026

CLOSING DATE: 08/25/2026

This examination is for the purpose of developing an open competitive and Promotional Eligible List. It is the policy of the Commonwealth of the Northern Mariana Islands that the personnel system will be applied and administered according to the principle of equal opportunity for all citizens and national 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.

POSITION AND SALARY: Operations and Maintenance Supervisor Ungraded
\$ 961.54 B/W - \$ 25,000.00 P/A

LOCATION AND DIVISION: Commonwealth Office of Transit Authority, Tinian

DUTIES:

Operates a motor vehicle for the purpose of field inspections and conducting official duties for the Commonwealth of the Northern Mariana Islands, which may include transporting other Transit Authority employees. Must be willing to learn and be knowledgeable of all COTA administrative and operational policies, standard operating procedures, and safety guidelines and ensures all operational personnel and equipment follow said policies, SOP's and guidelines. Establishes safety guidelines and recommendations for the Commonwealth Office of Transit Authority to implement with the approval of the Special Assistant for Public Transportation. Must be able to respond to support Emergency Support Function 1 – Transportation, during times of natural disasters and pandemics. Enters data into the computer, prepares maps, answers telephone, and runs errands. Sits, stands, bends, reaches, stoops and walks intermittently. Assists in the development and implementation of system programs, budgets, objectives, and procedures in conformance with applicable federal and local regulations, and COTA's policies and directives. Directly supervises the system daily operations (including transportation service, maintenance, customer service, and department personnel) that performance benchmarks, goals, and objective are met. Maintains, schedules, oversees the maintenance of all transit vehicles, reviews pre-inspection reports and follow-up as needed, ensures that adequate inventory and backups of operational equipment and supplies are identified beforehand, is knowledgeable and experienced regarding the usage, maintenances, mechanical parts, and needs of COTA's Transit Vehicles. Provides recommendations to shape the transit service to meet the local needs of customers and potential customers within the authorized resources.

MINIMUM QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college or university with an associate's degree in business management, maintenance/mechanical and/or transit related studies are preferred. Three (3) years of motor vehicle operating and mechanical experience. Management or supervisory experience of one (1) year over five (5)+ people preferred. Copy of Degree or Official Transcript and Criminal Record must be attached to the application.

CONDITION REQUIREMENT:

This position is "COVERED" Is eligible to receive overtime payment for overtime hours performance pursuant to Part IV.B16 of the Personnel Service System Rules and Regulation (PSSR&R) and the Fair Labor Standard Act (FLSA).

NOTE: Education and training claimed under item 24(A) through (H) of the Application for Employment must be substantiated by an official school transcript, diploma or certificate **FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.**

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Personnel Management
Spring Plaza, Gualo Rai
Saipan, MP 96950

Office of Personnel Management
Dept. of Lands & Natural Resources Office Building
Former Rota High School, District #4 Songsong Village
Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952