



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 19-022

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC). With students who come from Micronesia, Asia, North America, Europe, and other parts of the world, the Northern Marianas College is a microcosm of the globe. In addition to its multicultural environment, the Northern Marianas College also boasts a diversity of students: in addition to recent high school graduates, many students are also currently working part time or full time and have their own family obligations. Classes are offered during the day, evening, and weekends to accommodate work schedules.

Northern Marianas College is located on the beautiful tropical island of Saipan within the Commonwealth of the Northern Mariana Islands. The island offers a broad range of outdoor sports, leisure and aquatics activities; and our tropical climate means that outdoor activities are available year round. The Commonwealth of the Northern Mariana Islands affords a low income tax rate through a generous rebate system. This means that your salary results in greater take-home pay than in many other jurisdictions.

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation, family relationship, or genetic information (GINA). The college reserves the right to waive or implement other qualifications to meet its needs and the right to reject all applicants or withdraw the vacancy should NMC determine such a position is no longer needed or able to be filled. The College is an Equal Opportunity Employer.

Northern Marianas College (NMC) is committed to ensuring that all persons have equal access to its programs, opportunities, and information resources, including those on its institutional website in accordance to the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

POSITION TITLE:	Director of Capital Improvement Projects
Department:	Facilities
Pay Level & Step:	X-01/Steps 01-04
Annual Salary:	\$55,000 - \$60,979.48
Location:	As Terlaje Campus, Saipan
Opening Date: December 10, 2019 Closing Date: December 19, 2019 or Until Filled	

Subject to availability of funds

Applications must be submitted by 5:00 pm on the closing date. If there are no qualified applicants or the set of qualified applicants is deemed an insufficient pool, the closing date will be extended for two-week periods for further submission and review of applications until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.

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Nature of the Position:

The Director of Capital Improvement Projects (CIP) is responsible for the college's Facilities Master Plan, inclusive of all Northern Marianas College (NMC) campuses on Saipan, Tinian and Rota, ensuring that all project schedules, costs, and overall quality performance objectives are met across a wide range of capital improvement projects and directly coordinates the preparation of design and bid specifications for certain projects, and perform related work as required. This position works under the supervision of the Vice President of Administration & Advancement.

Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Develops the implementation of goals and objectives; establish schedules and methods for planning, design, construction, rehabilitation of a variety of capital improvement projects and/or programs; implement policies and procedures.
- Reviews consultants' plans and specifications at various stages of development for conformance to budget funding, program and design standards, completeness and accuracy; suggests changes, additions and corrections; monitors consultants' cost estimates; schedules, attends and writes reports of meetings with consultants and NMC officials.
- Reviews and verifies consultants'/contractors' invoices and recommends approval for payment.
- Coordinates bid advertisements, attends pre-bid conferences with contractors and consultants on capital improvement projects; takes lead in the evaluation of bids and makes recommendations for award of contracts.
- Coordinates and prioritizes multiple projects with other regulatory agencies and departments, developers, architects, engineers.
- Coordinates signing of contracts with contractors; attends pre-construction meetings with consultants, contractors and subcontractors.
- Reviews and recommends for payment periodic requisitions, invoices and supporting data from contractors, consultants and testing labs; reviews field inspection reports.
- Reviews projects for compliance with environmental regulations and other requirements necessary to obtain permits and other approvals.
- Monitors construction progress through on-site inspections; consults with contractor representatives, field personnel, engineers and architects to evaluate construction progress; solves field problems; expedites construction efforts by evaluating contractor performance and recommending corrections of deficiencies; keeps user departments informed; coordinates change orders to contracts; keeps records of contingency allowances and consultants' payments.
- Assists in the inspection of projects for substantial completion and identifies any deficiencies.
- Maintains project administrative records and files.
- Prepares performance reports on contractors and consultants; arranges for correction of defects by contractors.
- Confers with project engineers, architects, and other public agencies concerning detailed plans and specifications; interprets State/Federal policy on engineering design and construction standards; confers with contractors, project engineers, residents, public officials, and other federal and state government agencies on civil engineering and construction problems.
- Identify ways that buildings can be constructed more effectively and efficiently
- Collects, analyzes and summarizes industry information and trends.
- Updates and creates drawings upon completion of projects; maintains a layout of the graphics system, components, and parts; ensures accuracy, legibility, uniformity, and quality standards of graphics system information.
- Maintains positive relationships with relevant federal and state agencies.
- Perform other duties as assigned.

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Minimum Qualifications:

- A Master's degree in architecture, civil engineering, project construction management or a related field.
- Four years of increasingly responsible experience in construction management, relating to: project management, project engineering, operations management or related field. Experience in coordinating and directing government construction and development projects preferred.

All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution. All candidates must have a demonstrable ability to work with various College stakeholders in a respectable and collegial manner.

Knowledge, Skills, and Abilities

- Must have strong computer background including, but not limited to, word processing, spreadsheets, and database, preferably Word, Excel, and PowerPoint software applications. Knowledge of Microsoft Project and AutoCAD software applications is preferred.
- Able to communicate effectively with students, staff, faculty, and other college stakeholders.
- Demonstrate strong organizational skills and a high attention to detail.
- Demonstrate effective phone etiquette and customer service skills.
- Capable of handling multiple tasks while maintaining composure under stressful conditions.
- Completes and prioritize tasks accurately and in a timely manner.
- Takes initiative and works both independently and cooperatively in a team environment.
- Must be able to present information in clear and professional manner.
- Evidence of commitment to collaboration and transparency with external stakeholders.
- Budget Management and construction economics.
- Engineering design and construction principles and practices.
- General principles of sanitary and storm water engineering.
- Federal and local laws affecting development, planning, and zoning.
- Considerable knowledge of federal and state rules, regulations, ordinances, and applicable building codes; construction costs and technologies; engineering drawings production techniques; and information management techniques relating to architecture, engineering, utilities, and building construction.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must have the ability to work under tropical, humid and rainy temperatures. Must have visual acuity for the purposes of reading computer screens, manuals, labels and other printed materials.

This position requires the ability to occasionally lift office products and supplies, up to 20 lbs.

Work Environment:

The Work Environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment may vary.

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Conditional Requirements:

This position is classified as **Exempt** under the Fair Labor Standards Act (FLSA) and is “Not Covered”: Is Not Eligible to receive overtime payment for each hour worked in excess of forty (40) within the given workweek.

How to Apply:

Employment application forms are available at the Human Resources Office of the College and a pdf. file can be downloaded from our website: <http://www.marianas.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: Complete employment application form, detailed Resume, Authorization for Release of Prior Employment Information/Consent to Background Check, and copies of all college transcripts (all official transcripts are required upon hire). Optional: Cover Letter. *****The Employment Application must be completely filled and all required documents must be submitted by the closing date. The Human Resources Office may NOT PROCESS and may REJECT any application deemed incomplete. Reference to “See Attached Resume” will not be accepted.**

All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution. It is our requirement that degrees be from a U.S.-accredited college or university. Foreign degrees may be accepted when accompanied with a credential evaluation report. A listing of authorized evaluation reports can be obtained at the National Association of Credential Evaluation Services (NACES) website at <http://www.naces.org/>

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification (I-9) document form upon hire. Police/court clearance will be required upon job offer.

NOTICE:

NMC perpetually solicits applications for **full-time faculty or part-time (adjunct faculty)** in all teaching disciplines. Qualified individuals interested in teaching (online or on-site) are encouraged to apply. All applicants must include transcripts from all post-secondary educational institutions attended, together with a resume and a completed and signed application for consideration.

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