NORTHERN MARIANAS HOUSING CORPORATION

Community Development Block Grant - Disaster Recovery
(CDBG-DR) Program

JOB VACANCY ANNOUNCEMENT

NMHC JVA No.	Positions:	Salary	Opening Date	Closing Date
2022-015	CDBG-DR Internal Auditor (1-Position) ***RE-ANNOUNCEMENT***	UNGRADED $50,000.00 to $65,000.00 per annum	April 11, 2022	May 11, 2022 4:00 PM
2022-016	CDBG-DR Project Supervisor (1-Position) ***RE-ANNOUNCEMENT***	UNGRADED $35,000.00 to $45,000.00 per annum	April 11, 2022	May 11, 2022 4:00 PM

Employment application form, detailed job description, qualification requirements and other information can be accessed at www.nmhcgov.net and www.cnmi-cdbgdr.com.

Applicants may submit their applications through the following options: Submission at the NMHC Central Office in Garapan, Saipan; Drop Box located in front of the NMHC Central Office building; the CDBG-DR Office located on the 3rd Floor of the Ladera Building, Chalan Laulau, Beach Road; 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.nmhcgov.net

JOB DESCRIPTION

Position: **CDBG-DR Project Supervisor**
Division: **CDBG-DR Office**
Immediate Supervisor: **CDBG-DR Project Manager**

SUMMARY

The Project Supervisor shall assist the Project Manager in handling, managing, coordinating, and monitoring the complex approved Disaster Recovery construction projects. The incumbent will be assisting the Project Manager in construction management and assist with the successful implementation of disaster recovery inspections of construction projects to determine progress and ascertain contractors' compliance with construction plans and specifications. This is a position that requires in-depth experience with CDBG projects as well as other federally-funded projects.

The incumbent shall possess a keen understanding of construction project management and maintains consistent awareness of the status and progress of existing and potential projects. The incumbent shall also assist in the following: Handling complex one-time issues and recurring work; provides systematic periodic advice and assistance to fellow CDBG-DR managers whose assignments include duties related to oversight and compliance with CDBG-DR grant program; and provides technical assistance to NMHC program managers.

This position is a contract position for a period of two (2) years and renewable every two (2) years depending on satisfactory performance and funding availability.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Assist the Project Manager in managing, coordinating and monitor all approved CDBG-DR construction matters of applicants;
2. Have knowledge of CDBG guidelines and applicable federal regulations;
3. Understands all applicable Federal Labor Standards provisions, implementing the Davis-Bacon, Contract Work Hours Safety and Copeland Anti-Kick-Back Acts, among others;
4. Works as part of a team providing expert services to support disaster recovery efforts with a focus on residential construction, government projects, inspections, cost estimating and environmental requirements (lead-based paint, asbestos, mold, floodplains, etc.).
5. Reviews projects for compliance with applicable environmental regulatory agencies, including Section 106 Consultations, NEPA, etc.;

6. Coordinates site inspections to estimate the cost of qualifying damage and construction work to be included in the scope of work;
7. Assist in conducting pre-bid walkthroughs and pre-construction meetings with contractors and homeowners on infrastructure, government buildings, housing new construction, housing rehabilitation, and housing reconstruction;
8. Assist in coordinating with building departments, municipalities, and grantees to determine inspection requirements based on approved projects;
9. Assist in the reviews and analyzing damage assessments, inspection reports for previous repairs (IRPR), and estimated cost of repair reports (ECRs);
10. Assist in coordinating and conducting progress inspections for construction projects;
11. Assist in the Development of independent cost estimates using approved industry standards like Xactimate, or an alternative;
12. Assists with development or refining program procedures and processes for effective and timely implementation;
13. Assist in interpreting and applying HUD requirements, local building codes, and program policy as it relates to disaster recovery construction activities;
14. Assist the Project Manager incorporating environmental requirements in scopes of work;
15. Ensures site-specific environmental reviews are properly done and timely completed;
16. Have and/or gains a working knowledge of and be able to apply federal acquisition/relocation requirements, especially the Uniform Relocation and Assistance Act and Section 104 (d) of the Housing and Community Development Act;
17. Have a basic knowledge of construction used in single-family housing; understand the procedures used in rehabilitation and construction of such houses;
18. Understands operation of CNMI and Local Governments in order to effectively communicate with local government officials to proactively solve problems and timely complete projects;
19. Knowledge of Federal, State, and Local government rural development and assistance regulations, laws, and ordinances governing environmental controls, state and area planning, building construction, appraising, and related project management activities;
20. Reports all progress related to all DR construction to the Project Manager;
21. Possesses ability to express self logically and concisely in both oral and written form;
22. Coordinates with Project Manager to provide technical assistance for CDBG-DR program compliance or application development;
23. Understands survey methodologies used to determine project benefit(s) and impact(s);
24. Assist the Project Manager in Advising local government officials which eligible activity or combination of activities is most suitable to meet their need(s);
25. Assist in the review of laws and regulations to identify changes or new procedures, etc. and incorporate the changes into presentation materials so that participants will have current compliance information;
26. Ability to establish rapport and deal tactfully and effectively with applicants, public officials, engineers, architects, private lenders, property owners, and the general public;

27. Assist the Project Manager in Analyzing and interpreting progress and accomplishment data from performance reports for long-term recovery planning and periodic reporting to NMHC and HUD;
28. Assists in identifying problems or discrepancies found during inspections and make recommendations for resolution to CDBG-DR Program projects and activities;
29. Assist in identifying potential impediments to timely project completion by comparing project status and tasks completed with approved timetables;
30. Assist in providing comments and recommendations for proposed amendments to Action Plan and policies and procedures;
31. Assists in performing outreach activities and interface with the general public, including public hearings related to citizen participation throughout.
32. Assists in preparation of and in presenting material at workshops for CDBG-DR applicants or recipients;
33. Assist the Project Manager in ensuring the DR Program is in compliance with applicable regulations and guidelines;
34. Assists the Project Manager in obtaining data and providing reports for the Consolidated Plan, Annual Action Plan, and the Consolidated Annual Performance Report in relations to the DR Program;
35. Assist the Project Manager in performing custodial work of all DR projects and program-related documents by maintaining working files to assist in program management and reviews correspondence and reports; and
36. Performs other related duties as assigned by the Project Manager.

QUALIFICATIONS:

1. **Education:** Bachelor's Degree in Engineering, Architecture, or related field plus 4 years of work-related experience in construction inspection, management, planning and development especially in CDBG projects and/or federally-funded projects or High School Diploma plus 8 years of work-related experience in construction inspection, management, planning and development especially in CDBG projects and/or federally-funded projects.

2. **Knowledge, Skills and Abilities:** Knowledge of a variety of trade and craft processes sufficiently broad to recognize acceptable construction practice; knowledge of general construction inspection practices and procedures; Knowledge of safety requirement and safety practices in construction work; Ability to read engineering drawings and specifications and to interpret them for construction control purposes; Ability to prepare construction inspection reports and construction estimates; Ability to establish and maintain effective working relationships with all persons contacted during the course of work; Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations; Ability to write reports, business correspondence and procedure manuals; Ability to effectively present information and respond to questions from contractors,

clients, and the general public; Ability to apply concepts such as fractions, percentages, ratios and proportions to practical solutions; Demonstrates the ability to multi-task, work collaboratively in a team-oriented environment and problem solve; Computer literate to include Microsoft Word, Excel, PowerPoint and Outlook; Excellent oral and written communication skills; Ability to be flexible and work under pressure; Ability to work harmoniously with other agency personnel; and ability to maintain confidentiality in all assignments; Valid CNMI Driver's License required.

NORTHERN MARIANAS HOUSING CORPORATION

P.O. BOX 500514, Saipan, MP 96950-0514
Email: nmhc@nmhc.gov.mp
Website: http://www.nmhcgov.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.

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 WRTIE 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
   Home
   Work
9. ISLAND (or City and State)
10. ZIP CODE
11. BIRTHDATE (Month, Date, Year)
12. BIRTHPLACE
13. CITIZENSHIP
    United States ☐
    Other ☐
    Specify:_____
14. GENDER
    MALE ☐ FEMALE ☐
15. MARITAL STATUS (Married, Single, Widowed, Divorced, Separated)
16. INDICATE PLACE OF RESIDENCE

	PERMANENT RESIDENCE	PRESENT RESIDENCE

17. PERSON ABLE TO CONTACT YOU (Name, Address, Phone Number)
18. LIST THE LANGUAGES YOU KNOW

Indicate your knowledge by placing "X" in the proper columns.

	Read	Speak	Understand	Write

19. OTHER NAMES WHICH YOU ARE OR HAVE BEEN KNOWN BY
20. WITHIN THE LAST FIVE YEARS OF EMPLOYMENT HAVE YOU:
    a) BEEN TERMINATED FOR ANY REASONS? Yes ☐ No ☐
    b) QUIT A JOB TO AVOID BEING TERMINATED Yes ☐ No ☐
    c) BEEN CONVICTED OF ANY CRIMINAL OFFENSE Yes ☐ No ☐

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 ☐ Some ☐ Often ☐
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 ☐ b) Yes, but qualify for Exemption payment to 1 CMC §8392(a) ☐ c) No ☐

(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 Starting $ per Final $ per	Place of Employment	Grade or Pay Level
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

IF YOU NEED ADDITIONAL SPACE TO DESCRIBE YOUR WORK EXPERIENCE, USE PLAIN SHEET OF PAPER AND ATTACH TOGETHER WITH THIS APPLICATION.

2.	Dates of Employment (Month, Year) From To	Position Title	Do not write in this space
Salary Starting $ per Final $ per	Place of Employment	Grade or Pay Level	
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			

3.	Dates of Employment (Month, Year) From To	Position Title	Do not write in this space
Salary Starting $ per Final $ per	Place of Employment	Grade or Pay Level	
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			

4.	Dates of Employment (Month, Year) From To	Position Title	Do not write in this space
Salary Starting $ per Final $ per	Place of Employment	Grade or Pay Level	
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	Grade or Pay Level
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 ☐ No ☐

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 ☐ No ☐

31. ARE YOU OR YOUR IMMEDIATELY FAMILY A RECIPIENT OF THE HOME LOAN PROGRAM? Yes ☐ No ☐

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)

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Tel: (670)234-6866/9447 Fax: (670)234-9021

NOTE: PEASE 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.