



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 18-028

Opening Date: Tuesday, July 10, 2018

Closing Date: Until filled

Trades Foreperson (Re-announcement)

Duties: Under the direct supervision of the Drinking Water & Wastewater Division Manager or his/her designee. Serves as a Foreperson for multiple crews to include assigning and monitoring work and providing technical direction. Prepares daily schedules and submits for approval. Performs inspections of projects to ensure crews are performing quality work, following safety procedures, and following CUC policies. Performs inspections of projects and operations; provides troubleshooting of complex maintenance and operational problems; recommends and/or implements solutions. Ensures policies and procedures are adhered to, and that service quality and productivity levels are maintained. Oversees and performs journey level maintenance, installation, and/or operational activities in assigned service area; provides technical advice and guidance to staff. Performs inventory spot checks on tools, parts and materials; processes requisitions for necessary tools, parts and materials. Prepares and submits weekly and monthly reports. Provides technical advice and performs journey level operations, installations and/or repairs in service area assigned. Performs other duties of a similar nature or level as required.

LOCATION: Water Division, SAIPAN, Northern Mariana Islands, USA

SALARY: \$28,935.00 per annum, Non-exempt

POSITIONS: One (1)

CONTRACT: Not Contracted

Minimum Requirements: High School Diploma or General Education Diploma (GED) or Adult Basic Education (ABE) Program Adult School Diploma (AS) and 4 years' of Journey experience related to area of assignment and 1 year experience in leading a crew. **Knowledge of:** Customer service principles; Basic mathematical concepts; Safety procedures and safe work practices; Modern office technology. **Skills in:** interpreting and applying applicable laws, codes, regulations and standards; Performing skilled maintenance, operations and repair work in assigned area; Reviewing quality levels and providing technical guidance in assigned area; Operating specialized and heavy equipment; Monitoring equipment and making adjustments; Performing inspections and identifying issues; Troubleshooting issues and recommending or implementing solutions; Receiving requests and trouble calls and providing assistance; Monitoring inventory and supplies; Initiating supply requests; Taking equipment readings and maintaining reading data; Preparing and updating activity logs and status reports; Utilizing a computer and relevant software applications; Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others to sufficiently exchange or convey information and to receive work direction. **Licensing/Certification:** Valid U.S. Driver's License with appropriate class; Trades Licenses and/or Certifications, based on assignment; Water/Wastewater Treatment and Distribution Certifications, based on assignment. Applicants may be tested. Subject to pre-employment drug test.

Drop off your CUC Employment Application at the CUC Human Resource Office located on the 3rd Floor of the Joeten Dandan Building on Saipan. Otherwise, you may drop it off at the Tinian and Rota Administration Office.