



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 19-031

Opening Date: Friday, March 15, 2019

Closing Date: Until Filled

Engineer: Electrical Engineer

Duties: Under the direct supervision of the Power Division Manager or his/her designee. The Electrical Engineer manages engineering projects and coordinates resources from design through completion of construction; develops scope of work; develops and maintains project plan and schedules; monitors, reviews and evaluates project progress and status; ensures compliance with specifications, standards, contract, requirements and codes. Prepares engineering design calculations, analyses, drawings, technical specifications, cost estimates, contract documents, change orders, reports, correspondence and other related documents. Reviews project submittals, drawings, and schedules for approval; reviews and certifies contractor payment requests; tracks project funding and expenditures; maintains project files and records. Performs research studies and provides technical assistance; responds to inquiries and technical information requests related to projects; identifies and analyzes issues; and recommends and implements solutions. Conducts investigations and inspections; collects and maintains field data; identifies and analyzes problems with equipment, systems or operations; conducts testing and troubleshoots issues; recommends or implements modifications, solutions or enhancements. Assists with bid administration processes; participates on and provides technical support to special project teams as required. Performs other duties of a similar nature and level as assigned.

LOCATION: Power Division : Transmission & Distribution, Saipan, Northern Mariana Islands, USA.

SALARY: \$40,084.00 to \$42,537.00 per annum, Exempt (Commensurate with Qualifications and Experience)

POSITION: One (1)

CONTRACT: Two (2) years, subject to renewal

Minimum Requirements: Bachelor's degree in Electrical Engineering and four (4) years of general professional, electrical engineering experience. **Knowledge of:** Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Engineering and construction principles, methods, practices, and techniques; Engineering planning, specification, and drawing methods and techniques; Mathematical concepts; Applicable equipment, controls and systems of assigned area of responsibility; Safety principles and practices; Data collection techniques; Research methods; Project management principles; Contract administration principles; Customer service principles; Quality assurance principles; Modern office technology. **Skills in:** Interpreting and applying applicable laws, codes, regulations and standards; Providing project management and resource coordination; Developing project scope and plan; Monitoring project schedules, status and compliance; Preparing plan designs, calculations, technical specifications, and other technical documentation; Performing technical review of submittals, drawings, and schedules; Monitoring project funding and expenditures; Maintaining project files and records; Performing research studies; Responding to technical inquiries and information requests; Identifying, troubleshooting and investigating issues; Recommending, developing and implementing solutions; Conducting investigations and inspections; Collecting, analyzing and maintaining field data; Administering and monitoring contract compliance; Assisting with bid administration processes; Applying safe work practices; 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. Applicants may be tested. Subject to pre-employment drug test.

You may submit your CUC Employment Application and/or resume at the Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan. Applicants on the island of Tinian and Rota can drop it off at the Tinian and Rota Administration office. Application and resume can also be e-mailed to: employment.applications@cucgov.org

P. O. Box 501220, Third Floor, Joeten Dandan Building, Saipan, MP 96950

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CUC is an Equal Opportunity Provider and Employer.