



# Commonwealth Utilities Corporation



## Job Vacancy Announcement

JVA No. 19-034

**Opening Date:** Friday, March 15, 2019

**Closing Date:** Until Filled

### Chief Electrical Engineer, P.E.

**DUTIES:** Under the direct supervision of the Power Division Manager or his/her designee. The Chief Electrical Engineer, P.E. supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. Manages complex water, wastewater, or electrical projects and executing programs and elements of the stipulated order as required by EPA; coordinates and meets with other divisional sections and corporate divisions to coordinate activities and projects. Performs project management activities to include: preparing reports, correspondence and recommendations; developing scope of work; providing technical reviews; surveying for projects; scheduling project elements; evaluating proposals; monitoring project progress and funding; and, recommending project selection. Prepares engineering calculations, plans and specifications; designs water, wastewater or other utility related facilities; collects data and performs project research related to project and operational costs, and efficiency analysis. Manages construction and performs contract management work; evaluates bid documents; maintains correspondence with contractors; reviews submittals; interprets drawings and technical specifications; and evaluates work for compliance with contract provisions. Performs construction inspections; reviews and processes payment requests from contractors. Performs other duties of a similar nature and level as assigned.

**LOCATION :** Power Division, Transmission and Distribution Section, Saipan, Northern Mariana Islands, USA.

**SALARY :** Starting: \$100,000.00 per annum, Exempt (Commensurate with qualification and experience)

**POSITIONS :** One (1)

**CONTRACT:** Two (2) years, subject to renewal

#### RELOCATION EXPENSES:

If hired from outside the CNMI, relocation expenses are negotiable; but they are not to exceed \$5,000.00 for moving to Saipan and not to exceed \$5,000.00 for moving away from Saipan. Receipts will be required for justification. Other conditions may be applicable.

#### MINIMUM QUALIFICATIONS:

- **Education:** Bachelor's degree in Engineering, Licensed P.E.
- **Experience:** 5 years professional engineering, and experience working in a power transmission and distribution system.
- **Knowledge:** Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Supervisory principles, practices and techniques (based on assignment); 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:** Interpreting and applying applicable laws, codes, regulations and standards; Supervising, monitoring, training and evaluating staff (based on assignment); Managing complex projects and construction activities; Developing project scope and plan; Monitoring project schedules, status and compliance; Preparing plan designs, calculations, technical specifications, and other technical documentation; Planning and designing utility facilities; Performing technical review of submittals; Interpreting drawings and technical specifications; Monitoring project funding and expenditures; Maintaining project files and records; Performing research and efficiency studies; Responding to technical inquiries and information requests; Identifying, troubleshooting and investigating issues; Recommending, developing and implementing solutions; Conducting inspections; Collecting, analyzing and researching 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.



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## **SUBMISSION PROCESS:**

To apply, please submit a resume, cover letter, a list of references, and a CUC Employment Application by one of the following means:

1. United States Postal Service, First Class Mail or Priority:

Mail\*: Human Resource Office  
Commonwealth Utilities  
Corporation P. O. Box 501220  
Saipan, MP 96950-1220 USA

\*If you choose to submit via USPS, please still also fax “or” email “or” drop off your package.

2. Fax:

670-235-5131

3. Email: [employment.applications@cucgov.org](mailto:employment.applications@cucgov.org)

4. Drop Off:

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](mailto:employment.applications@cucgov.org)

## **POLICIES:**

The Commonwealth Utilities Corporation is an equal opportunity provider and employer and will not discriminate or tolerate discrimination against any employee or applicant in any manner prohibited by law.

It is also the policy of CUC to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment.

\*\*\*\*\*Nothing else follows\*\*\*\*\*