



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 19-070

Opening Date: Friday, July 26, 2019

Closing Date: Until Filled

Resident Manager (Rota)

Duties: Under the direct supervision of the Executive Director or his/her designee. Discusses problem areas with the Executive Director affecting the operation and maintenance of the CUC Rota Branch Office and operations and recommends the same improvements. Makes recommendations for organization and staffing. Evaluates the performance of the division managers and supervisors, and takes corrective action as necessary to ensure good morale, discipline and productivity. Keeps control over the numerous details involved in such a diverse operation. Recognizes priorities, ensures timely, effective and efficient accomplishments of the CUC goals and objectives. Protects and guards against misuse of waste materials, manpower and equipment. Reviews purchase requisitions for conformity, standardization and completeness. Reviews work schedules submitted by the division managers and supervisor and ensures availability of manpower, materials and equipment to effectively accomplish the assigned projects in a timely manner. Conducts site tour inspection of CUC owned and operated facilities to ensure its operating capabilities and effectiveness. Discusses problems, if any, with the division managers and supervisors and expedites corrective actions. Conducts meetings with the division managers, supervisors and employees and informs them of CUC policies, rules, regulations, etc. Emphasizes "safety" on proper usage of power tools and various equipment. Independently manages the CUC Branch Office and all division of utility operation while keeping the Executive Director fully informed regarding any unusual circumstances. Conducts both scheduled and impromptu meetings with division managers, supervisors and employees regarding all CUC matters including personnel assignments, work schedules, disciplinary actions, equipment conditions, maintenance and operation delays, work safety, procurement, public relations, utility systems management, meter reading, material and spare parts inventory and control, revenue collection and control, time keeping and control, expenditures and control, monthly reporting to central office, and all other related facilities maintenance, operations concerns, and administrative matters. Reviews all written correspondence, facsimiles, maintenance records, monthly reports, deficiency reports, equipment and operations logbooks, and maintenance schedules for correctness and nature of intent. Ensures that CUC Policies and Procedures, and Rules and Regulations govern all CUC business and that Customer Services provides equal and impartial treatment to all customers based on these standards. Ensures that annual personnel performance evaluations are promptly performed upon respective anniversaries and that they are fairly evaluated while primarily based on the employee's actual performance. Endeavors to reduce and eliminate misuse and waste of CUC property and materials. Where such abuse is found to be extreme, incumbent shall promptly report such findings to the Executive Director. Makes frequent field inspections of all utility systems and operations to ensure the stability of services to the community. During such inspections, incumbent shall review systems operations and maintenance logs for contemporary entries respective to actual equipment operating conditions and the relative time. Discusses any infraction, system fault, damages and/or failures with the respective division manager and expedites corrective action. Ensures that all hazardous materials are properly stored, used, and shipped according to applicable government regulations. Makes recommendations for organization and staffing. Performs other duties of a similar nature and level as assigned.

LOCATION: CUC, ROTA, Northern Mariana Islands, USA.

SALARY: \$56,439.00 to \$75,959.00 per annum, Exempt (Commensurate with Qualification and Experience)

POSITION(S): One (1)

CONTRACT: Two (2) Years, subject to renewal

Minimum Requirements: Bachelor's Degree in a directly related field and 5 years of professional experience in the assigned field including 2 years of leadership experience. Knowledge of: Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Managerial principles, practices and techniques; Principles, practices, methods and techniques of assigned operational area or function; Budgeting principles; Contract administration principles; Customer service principles; Modern office equipment; Modern office technology. Skills in: Interpreting and applying applicable laws, codes, regulations and standards; Managing, monitoring, training and evaluating staff; Prioritizing, coordinating, allocating resources and assigning work; Planning, organizing and implementing programs and services; Establishing goals, objectives and standards; Recommending, developing and implementing policies and procedures; Providing technical review, expertise and oversight related to assigned area; Monitoring and implementing quality, compliance and/or safety procedures and processes; Preparing contract documents; Providing contract administration; Researching and analyzing information; Resolving problems and conflict; Developing budget and monitoring compliance; Preparing reports, presentations and other related materials; Delivering presentations and training; Overseeing customer service delivery; Serving as a liaison and technical representative of assigned area; 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

CUC is an Equal Opportunity Provider and Employer.

P.O. Box 501220 Saipan, MP 96950-1220 USA

Tel No. (670) 664-4282 Fax No. (670) 235-5131