Job Vacancy Announcement

JVA No. 20-009
Opening Date: Thursday, October 17, 2019
Closing Date: UNTIL FILLED

Compliance Officer

Duties: Under the direct supervision of the Executive Director or his/her designee. Performs and assists with facility and site inspections to review and monitor compliance with safety and environmental regulations and standards; investigates alleged violations such as illegal connections; prepares and issues citations for corrective actions to address compliance violations. Responds to incidents and emergencies and assists with ensuring compliance with laws, rules and regulations; follows up to ensure issues are resolved and procedures are followed. Conduct or direct the internal investigation of compliance issues. Identify compliance issues that require follow-up or investigation. Prepares incident and accident reports to document issues and corrective actions. Report violations of compliance or regulatory standards to duly authorized enforcement agencies as appropriate or required. Monitors equipment and supplies inventory; requests replacement stock to replenish inventory levels; ensures stock supply and preparedness for responding to oil spills or related incidents. Conducts or assists with a variety of informational workshops and/or orientations. Reviews project specifications and monitors field project work as needed. Performs safety and compliance related duties after hours, on weekends, and on holidays as needed. Stand-by on-call designation on alternating basis. Performs other duties of a similar nature and level as assigned.

LOCATION(S): Administration Office, Saipan, Northern Mariana Islands, USA.
SALARY: $40,084.00 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 Criminal Justice, Business or directly related field and 2 years of directly related experience or High School Diploma, General Education Diploma, or Adult Basic Education and 6 years of directly related experience; Knowledge of: Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Investigative techniques; Mitigation procedures; Safe work practices and procedures; Customer service principles; Modern office technology. Skills in: Interpreting and applying applicable laws, codes, regulations and standards; Performing inspections to monitor safety and environmental compliance; Responding to emergency incidents to ensure corrective actions and proper procedures are followed; Monitoring equipment and supply inventory; Conducting and assisting with informational workshops and orientations; Reviewing project specifications and monitoring project work; Providing customer service; Preparing reports and related activity documentation; 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. Valid U.S. Driver’s License with appropriate class. Position may require the following specialized licenses and certifications: Emergency Responder Certification, Hazmat and OSHA Certifications. 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