



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 21 – 017

Opening Date: December 11, 2020

Closing Date: Until Filled

POSITION TITLE:	Deputy Executive Director
DEPARTMENT:	Executive
LOCATION:	Saipan, Northern Marianas Islands, USA
ANNUAL SALARY:	\$120,000.00 to \$135,000.00 per annum, Exempt
CONTRACT:	Contracted
POSITION(S):	One (1)

The Commonwealth Utilities Corporation (“CUC”) is seeking for a qualified Deputy Executive Director (“DED”). CUC is a public utility corporation located on the island of Saipan in the Commonwealth of the Northern Mariana Islands (CNMI)—a United States territory in the northwestern Pacific Ocean.

The CNMI is a tropical island consisting of fourteen islands with Saipan, Rota, and Tinian the only islands with a population. In the CNMI you can escape to a place of magnificent beaches and crystal clear aqua waters, and rich history. Saipan offers year-round outdoor activities, world class diving and golfing, international shopping, a range of ethnic restaurants and a cacophony of indigenous and international cultures.

Reporting directly to CUC’s Executive Director (ED) or designee, the Deputy Executive Director (DED) fills a position required by the Stipulated Order (SO) of the United States of America vs. the Commonwealth Utilities Corporation and the Commonwealth of the Northern Mariana Islands, filed in the U.S. District Court for the Northern Mariana Islands, Civil Case No. CV 08-0051.

The incumbent will be under the direct supervision of the Executive Director or his/her designee.

Duties:

- Primarily responsible for overseeing, all drinking water and wastewater operations and compliance activities and deliverables, on a daily basis, as required by the Stipulated Order. Responsible for maintaining regular contact with EPA staff regarding CWA and SDWA compliance issues. Has authority to make decisions for management and operations of the drinking water and wastewater systems.
- Supervises and directs Water & Wastewater lead staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and, making hiring, termination, and disciplinary recommendations.
- Provides management assistance to the Executive Director to include: coordinating activities between CUC and outside organizations and agencies; researching and preparing recommendations on operational directives; and, preparing and presenting reports.
- Assumes full management responsibility over divisions as delegated by the Executive Director. Plans, directs and coordinates work of divisions through department heads by meeting with management to identify, prioritize and resolve problems.
- Directs and implements maintenance plans; evaluates maintenance programs to ensure maintenance standards are enforced.
- Participates on a variety of boards and committees and attends a wide variety of management meetings.
- Serves as the Executive Director when the Executive Director is out of the CNMI.
- Responsible for short and long-range strategic planning and enforcement.
- Other duties of a similar nature or level as assigned or required.

Minimum Requirements:

Successful candidates for CUC’s Deputy Executive Director must have the following:

Education: Master’s degree in management, engineering, finance or public administration, or, in the alternative, a bachelor’s degree in engineering and registration as a Professional Engineer pursuant to the National Council of Engineering Examiners standards in either the civil, mechanical, or electrical branch.

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

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CUC is an Equal Opportunity Provider and Employer.

Experience: Senior management experience of at least ten (10) years desired in similar wastewater and drinking water utility (combined utility is preferred), with similar or greater capital and operating budgets, capital improvement projects, human resources needs, utility financing issues, operation and maintenance training, and implementation needs.

Must demonstrate: Proven management and communications skills; Demonstrated ability to lead, motivate, and develop staff; Experience with managing major water and wastewater systems during periods of planning, design, and construction; Experience with water and wastewater systems, user fee system development, bond funding, staff training and development, and federal drinking water and wastewater requirements.

Experience with user fee system development and bond funding is desired, but not mandatory.

Knowledge of: Leadership principles; Supervisory principles; Strategic planning principles; Budgetary principles; Project management principles; Applicable laws, rules and regulations.

Skills in: Monitoring and evaluating staff; Prioritizing and assigning work to staff; Preparing and administering budgets; Developing and administering strategic plans; Managing large, complex projects; Giving presentations; Preparing technical reports; Using computers and related software applications; Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Licensing:

- Valid CNMI Driver's License with appropriate class.
- A Water and Wastewater Treatment Plant Operator's Certification is desired, but not mandatory.

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.

All applicants may be tested and all applicants are subject to pre-employment drug test.

How to Apply: Submit a completed CUC Employment Application, resume, and applicable supporting documents to the CUC Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan, Monday through Friday 7:30 am – 4:30 pm (Except Legal Holidays). Applicants on the island of Tinian and Rota may submit their documents to their respective CUC Administration office.

Application, resume and supporting documents can also be e-mailed to:

employment.applications@cucgov.org