



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 21 – 011

Opening Date: January 11, 2021

Closing Date: January 25, 2021

POSITION TITLE:	Laboratory Technician
DEPARTMENT:	Water & Wastewater Laboratory
LOCATION:	Saipan, Northern Marianas Islands, USA
ANNUAL SALARY:	\$20,826.00 to \$28,115.00 per annum, Non- Exempt
CONTRACT:	Contracted
POSITION(S):	One (1)

The incumbent will be under the direct supervision of the Laboratory Manager or his/her designee.

Duties:

- Performs laboratory testing and analysis of water and wastewater samples in accordance with Department of Environmental Quality (DEQ) and Environmental Protection Agency (EPA) standards.
- Collects field samples including well, safe drinking water, and wastewater samples; determines and gathers appropriate sample containers; determines route schedules; ensures validity of samples collected including sample holding time and temperature ranges.
- Reviews, determines, records and/or reports sample analyses results; maintains laboratory files, records and related documentation.
- Maintains and cleans laboratory equipment and supplies; washes glassware, bottles and other testing supplies; ensures testing area and equipment are prepared, in working order, and ready for use.
- Monitors supplies and makes requests for replenishment of stock as needed; may research and gather and report quotation and information related to supply needs.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements:

Education: High School diploma, GED or (AS) through the Adult Basic Education. Associate’s Degree in physical science, chemistry, biology, or other related science is preferred.

Knowledge of: Mathematical concepts; Recordkeeping principles; Customer service principles; Safe work practices; Using computers, including sending business email and use of Excel and Word.

Skills in: Interpreting and applying written laboratory procedures, applicable laws, codes, regulations and standards; Making work assignments and monitoring work completion (based on assignment); Performing laboratory sampling and testing of water and wastewater; Analyzing and reporting testing results; Collecting field samples and validating samples for testing; Maintaining laboratory records and files; Cleaning and maintaining laboratory equipment and supplies; Monitoring supplies and initiating requests to replenish stock; Researching and gathering information regarding supply purchase needs; Providing attention to detail; Adhering to safe work procedures; 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. Some positions may require the following specialized licenses and certifications: Water/Wastewater Laboratory staff.

- **Licensing:**
 - Valid CNMI Driver’s License with appropriate class.

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