



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 21 – 039

Opening Date: April 30, 2021

Closing Date: May 13, 2021

POSITION TITLE:	Safety Compliance Technician
DEPARTMENT:	Tinian Administration
LOCATION:	Tinian, Northern Marianas Islands, USA
ANNUAL SALARY:	\$20,826.00 - \$28,115.00 per annum, Non - Exempt
CONTRACT:	Not Contracted
POSITION(S):	One (1)

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

Duties:

- Performs and assists with facility and site inspections to review and monitor compliance with safety and environmental regulations and standards; 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.
- Prepares incident and accident reports to document issues and corrective actions.
- 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 other duties of a similar nature and level as assigned.

Minimum Requirements:

Education: High School Diploma or GED or ABE Program AS and based on assignment, up to 2 years of related work 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.

• Licensing:

- Valid CNMI Driver's License with appropriate class.
- Hazmat and OSHA Certifications (Position may require)

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, from Monday through Friday (Except Legal Holidays), 7:30 am – 4:30 pm. 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