Commonwealth Utilities Corporation

Job Vacancy Announcement

JVA No. 21 – 051

Opening Date: June 17, 2021
Closing Date: July 01, 2021

POSITION TITLE:	**Trades Assistant**
DEPARTMENT:	**Power Distribution**
LOCATION:	**Rota, Northern Marianas Islands, USA**
ANNUAL SALARY:	**$16,742.00 to $22,602.00 per annum, Non- Exempt**
CONTRACT:	**Not Contracted**
POSITION(S):	**One (1)**

The incumbent will be under the overall supervision of the Rota Resident Manager or his/her designee. This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of Rota Power Distribution Division.

Duties:

- The Trades Assistant assists with installations, repairs and general maintenance in assigned service area; operates motorized vehicles, equipment machinery, and hand and power tools.
- Performs routine and preventative maintenance on equipment, vehicles, systems and/or infrastructure; performs basic inspections; and conducts basic troubleshooting of issues.
- Responds to trouble calls as needed.
- Prepares job site for work including gathering and setting up materials and supplies, and setting work safety barriers for protection and to direct traffic flow away from work site.
- Gathers, cleans and returns equipment, materials and supplies used.
- Cleans and maintains work site after project or repair work is complete.
- Monitors equipment; takes readings and collects data; documents equipment readings; prepares and submits data and work reports.
- Performs inventory spot checks to ensure adequate materials and supplies are available for daily maintenance activities.
- Servicing equipment by disassembling, assembling, cleaning and calibrating.
- Assisting with equipment/vehicle inspections.
- Monitor and maintain pump fuel; Operating incinerators; Operating oil and water separator pump.
- Servicing and preparing oil filters.
- Responding to customer calls.
- Maintaining grounds, trimming trees and removing obstacles.
- Fabricating materials for required parts.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements:

Education: High School Diploma, General Education Diploma, or Adult Basic Education.

Knowledge of: Customer service principles; Basic mathematical concepts; Safety procedures and safe work practices; Modern office technology.

Skills in: Providing customer service; Reading maps and drawings; Operating heavy and light equipment machinery, hand and power tools required of assigned area; Adhering to safety procedures and safe work practices; Prioritizing tasks and managing time for efficiency; Identifying issues and solving problems; Providing attention to detail; Taking equipment readings and recording data; Maintaining activity logs and reports; 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/Certification:

- Valid U.S. Driver's License with appropriate class;

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

How to Apply: 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, from Monday to Friday, 7:30am – 4:30pm. 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