Commonwealth Utilities Corporation

Job Vacancy Announcement

JVA No. 21 – 058

Opening Date: July 26, 2021

Closing Date: Until Filled

POSITION TITLE:	**Drinking Water & Wastewater Division Manager**
DEPARTMENT:	**Water & Wastewater**
LOCATION:	**Saipan, Northern Marianas Islands, USA**
ANNUAL SALARY:	**$100,000.00 per annum, Exempt**
CONTRACT:	**Contracted**
POSITION(S):	**One (1)**

The Commonwealth Utilities Corporation ("CUC") is seeking a qualified Drinking Water and Wastewater Division Manager ("DM"). CUC is a public utility corporation, operating on Saipan, Tinian, and Rota of the Commonwealth of the Northern Mariana Islands ("CNMI")—a United States territory in the northwestern Pacific Ocean.

The CNMI is a tropical paradise of fourteen islands. 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 Deputy Executive Director or designee, the "DM" 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.

Duties:

- Manages and oversees the CUC Drinking Water and Wastewater Division.
- Supervises employees in direct charge of drinking water systems' production, treatment, and distribution, and wastewater collection and treatment plants utilizing activated sludge secondary treatment processes.
- Responsible for the effective and efficient utilization of equipment, materials, and personnel to complete water and wastewater maintenance programs in a timely and cost effective manner.
- Manages, leads, motivates, and develops staff towards attaining needed training, skills, and certifications.
- Plays significant role in the management of drinking water and wastewater systems during periods of planning, design, and construction; user fee system development.
- Prepares and maintains various records and reports for the division, including: purchase orders and invoices, monthly status reports, maintenance records, budget status, etc.
- Other duties as required or assigned.

Minimum Requirements:

Education: An equivalent to a four year college degree or other field related to work with large-scale utilities and may substitute for one year of the required experience;

- Five years of proven, specialized experience as a manager in direct charge of drinking water systems' production, treatment, and distribution, and wastewater collection and treatment plants utilizing activated sludge secondary treatment processes.
- Preferred:
  - Bachelor's degree in Biology, Chemistry, Environmental Science, Civil Engineering, Public Administration, or a degree related to the position.

Experience: Experience with managing drinking water and wastewater systems during periods of planning, design, and construction; Experience with drinking water and wastewater systems; user fee system development; staff training and development; and federal drinking water and wastewater requirements.

Knowledge of: Thorough knowledge of the operating principles and maintenance requirements of at least three (3) million gallons per day ("mgd") of an activated sludge wastewater treatment plant including primary and secondary treatment processes, oxygen production, and sludge digestion and dewatering.

Skills in: Proven manager with communication skills dealing with the public, operations staff and senior management; Demonstrated ability to lead, motivate, and develop staff.

Licensing:

- Current (unexpired) level 3 certifications from a U.S. state, U.S. territory, U.S. commonwealth, or the District of Columbia in water treatment and water distribution.
- Current (unexpired) level 2 certifications from a U.S. state, U.S. territory, U.S. commonwealth, or the District of Columbia in wastewater treatment and wastewater distribution.

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.

SUBMISSION PROCESS:

To apply, please submit a resume, cover letter, a list of references, a CUC Employment Application, and supporting documents by one of the following means:

1. United States Postal Service, First Class Mail or Priority Mail*:

   Human Resources Office
   Commonwealth Utilities Corporation
   P.O. Box 501220
   Saipan, MP 96950-1220 USA

   *If you choose to submit via USPS, please still also fax “or” email “or” drop off your package.

2. Fax:

   670-235-5131

3. Email: employment.applications@cucgov.org

4. Drop Off:

   Drop off 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 and 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.

POLICIES:

The Commonwealth Utilities Corporation is an equal opportunity provider and employer and will not discriminate or tolerate discrimination against any employee or applicant in any manner prohibited by law.

It is also the policy of CUC to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment.

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