



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 22 – 001

Opening Date: October 1, 2021

Closing Date: Until Filled

POSITION TITLE:	Compliance Administrator
DEPARTMENT:	Administration Office
LOCATION:	Saipan, Northern Marianas Islands, USA
ANNUAL SALARY:	\$40,084.00 to \$54,113.00 per annum, Exempt
CONTRACT:	Contracted
POSITION(S):	One (1)

The incumbent will be under the overall supervision of the Executive Director 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; investigates alleged violations such as illegal connections; 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.
- Conduct or direct the internal investigation of compliance issues.
- Identify compliance issues that require follow-up or investigation.
- Prepares incident and accident reports to document issues and corrective actions.
- Report violations of compliance or regulatory standards to duly authorized enforcement agencies as appropriate or required.
- 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 relating to compliance.
- Reviews project specifications and monitors field project work as needed.
- Performs safety and compliance related duties after hours, on weekends, and on holidays as needed. Stand-by on-call designation on alternating basis.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements:

Education: Bachelor’s degree in Criminal Justice, Business or directly related field and 2 years of directly related experience or High School Diploma, General Education Diploma, or Adult Basic Education and 6 years of directly related 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.
- Emergency Responder Certification (preferred)
- Hazmat (preferred)
- OSHA (preferred)

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

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

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CUC is an Equal Opportunity Provider and Employer.