



# Commonwealth Utilities Corporation



## Job Vacancy Announcement

**JVA No. 22-046**

**(RE-ANNOUNCEMENT)**

**Opening Date: March 14, 2022**

**Closing Date: UNTIL FILLED**

<b>POSITION TITLE:</b>	<b>Trades Assistant</b>
<b>DEPARTMENT:</b>	<b>Tinian Administration</b>
<b>LOCATION:</b>	<b>Tinian, Northern Marianas Islands, USA</b>
<b>ANNUAL SALARY:</b>	<b>\$16,742.00 to \$22,602.00 per annum, Non- Exempt</b>
<b>CONTRACT:</b>	<b>Not Contracted</b>
<b>POSITION(S):</b>	<b>One (1)</b>

The incumbent will be under the overall supervision of the Tinian 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 Power 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.
- Assist with fuel delivery and fuel transfer for power plant;
- Reports on fuel status and power generation data;
- Assists with meter readings and customer meter connections, disconnections and reconnections;
- Assist with the customer meter inspections;
- Assists with power technical assistance- monitors and inspects contractor for power installations and projects.
- Responding to customer calls.
- Maintaining grounds, trimming trees and removing obstacles.
- 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.

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

**Tel: (670) 664-4282 • Fax: (670) 235-5131**

**CUC is an Equal Opportunity Provider and Employer.**