



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 22 – 068

Opening Date: May 17, 2022

Closing Date: May 31, 2022

POSITION TITLE:	Program Coordinator : F.O.G./Cross Connection/ Backflow
DEPARTMENT:	Water & Wastewater Engineering
LOCATION:	Saipan, Northern Marianas Islands, USA
ANNUAL SALARY:	\$45,326.00 to \$61,190.00 per annum, Exempt
CONTRACT:	Contracted
POSITION(S):	One (1)

The incumbent will be under the direct supervision of the Drinking Water & Wastewater Division Manager or his/her designee.

Duties:

- Assign duties or responsibilities to project personnel.
- Communicate with key stakeholders to determine project requirements and objectives.
- Confer with project personnel to identify and resolve problems.
- Create project status presentations for delivery to customers or project personnel.
- Develop or update project plans including information such as objectives, technologies, schedules, funding, and staffing.
- Identify project needs such as resources, staff, or finances by reviewing project objectives and schedules.
- Identify, review, or select vendors or consultants to meet project needs.
- Monitor costs incurred by project staff to identify budget issues.
- Monitor project milestones and deliverables.
- Monitor the performance of project team members to provide performance feedback.
- Negotiate with project stakeholders or suppliers to obtain resources or materials.
- Plan, schedule, or coordinate project activities to meet deadlines.
- Prepare and submit budget estimates, progress reports, or cost tracking reports.
- Produce and distribute project documents.
- Propose, review, or approve modifications to project plans.
- Report project status, such as budget, resources, technical issues, or customer satisfaction, to managers.
- Request and review project updates to ensure deadlines are met.
- Submit project deliverables to clients, ensuring adherence to quality standards.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements:

Education: Bachelor’s Degree in a directly related field and up to 5 years of professional experience in the assigned field including 1 year of leadership experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

Knowledge of: Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Customer service principles; Supervisory Principles; Generally Accepted Accounting Principles and other applicable laws, rules and regulations. Budgeting Principles; and Basic mathematics.

Skills in: Monitoring and evaluating staff; Prioritizing and assigning work to staff; Applying Federal, State, and/or Local laws, rules, and regulations; Performing mathematical calculations; Applying accounting procedures and principles; Developing and implementing procedures and standards; Recording, analyzing, verifying, reconciling, and reporting accounting transactions; Preparing and analyzing financial statements and reports; Using computers and related software applications; Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Licensing:

- Valid CNMI Driver’s License with appropriate class.

Physical Demands:

- Occasional lifting of objects; Subject to standing, walking sitting, bending, reaching, kneeling, pushing and pulling.

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 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. Application, resume and supporting documents can also be e-mailed to: employment.applications@cucgov.org