



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 23-010

Opening Date: October 3, 2022

Closing Date: UNTIL FILLED

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)

Under the general direction of the Chief Engineer, the Fats, Oils, & Grease (FOG), Cross Connection, and Backflow Prevention Program Coordinator (Program Coordinator) is responsible for the development, maintenance, and execution of a utility-scale FOG Control program and Cross Connection /Backflow Prevention program.

Duties:

- Develop, review, and update the Fats, Oils, and Grease (FOG) program to achieve FOG control objectives and in full compliance with federal and local rules and regulations and Stipulated Order No. 1 between the United States of America and the Commonwealth Utilities Corporation
- Develop, review, and update the Cross Connection / Backflow Prevention program to achieve cross connection / backflow prevention control objectives and in full compliance with federal and local rules and regulations and Stipulated Order No. 1 between the United States of America and the Commonwealth Utilities Corporation
- Develop and maintain compliance inspection procedures, schedules, records, forms, file management, documentation and standard operating procedures relating to work assignments and program compliance
- Prepare detailed written reports for internal auditing and for regulatory agencies
- Prepare and issue non-compliance notifications, warnings, and Notices of Violations (NOV) to owners or establishments and represent utility in legal proceedings against violators
- Promote program activities and community outreach
- Provide compliance assistance to utility customers regarding water and wastewater system maintenance and regulatory issues
- Conduct and supervise on-site inspections of sewer services, mains, manholes, grease traps and Grease Control Devices (GCD) using visual inspection, CCTV (Closed Circuit TV) images, plans, and sketches to minimize the effects and identify the source of grease introduction in sewer lines
- Coordinate with wastewater operations staff to evaluate wastewater discharges into the sanitary sewer system and causes of sanitary sewer overflows (SSOs)
- Analyze wastewater treatment plant operational records, FOG sampling results, and other data to quantify the operational and financial impact of FOG control activities on the utility and on customers
- Conduct and supervise on-site inspections of building plumbing, water services, mains, valves, and meters using visual inspection, plans, and sketches to identify and correct source of cross connection and backflow
- Analyze water operational data to quantify the operational and financial impact of cross control and backflow prevention activities on the utility and on customers
- Investigate complaints of possible code or ordinance violations; conduct inspections to ensure compliance
- May be on call after hours to respond to emergency situations
- Perform other duties as assigned

Minimum Requirements:

Education: 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. Associate's or Bachelor's degree in science, technology, or engineering preferred.

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. The Program Coordinator should have applied knowledge of both water and wastewater system operations including cross connection / backflow prevention and FOG control programs, public health and environmental conservation laws, wastewater sampling protocols and analytical methods. The Program Coordinator should have practical experience in the development and implementation of regulations, policies, and procedures associated with the creation and execution of similar programs.

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; Developing and implementing rules, regulations, standard operating procedures and standards. Recording, analyzing, verifying, reconciling, and reporting data; Preparing and presenting

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technical reports; Using computers and related software applications; Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public including customers and businesses, companies and developers, etc. sufficient to exchange or convey information and to receive work direction.

Licensing:

- Valid CNMI Driver's License with appropriate class.
- Water and/or Wastewater Operator Certificate preferred, but not required.

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