



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 23-031

Opening Date: November 23, 2022

Closing Date: December 09, 2022

POSITION TITLE:	Trades Assistant
DEPARTMENT:	Wastewater Division
LOCATION:	Saipan, Northern Marianas Islands, USA
ANNUAL SALARY:	\$16,742.00 to \$22,602.00 per annum, Non- Exempt
CONTRACT:	Not Contracted
POSITION(S):	One(1)

The incumbent will be under the overall supervision of the Drinking Water & Wastewater Division 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 the Wastewater 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.
- Performs inventory spot checks to ensure adequate materials and supplies are available for daily maintenance activities.
- Performing daily well and pump station facility maintenance, cleaning and monitoring;
- Assisting plumbing and chlorine maintenance crew;
- Utilizing digging equipment for locating and repairing leaks;
- Repairing and securing pressure reducer valves, main valves, service lines and laterals, and booster pumps;
- Assisting with meter installation and repair;
- Collecting water samples;
- 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.

How to Apply: You may submit your CUC Employment Application and/or resume at the Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan, from Monday to Friday, 7:30am – 4:30pm. Applicants on the island of Tinian and Rota can drop it off at the Tinian and Rota Administration office. Application and resume can also be e-mailed to: employment.applications@cucgov.org