



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 23-048

Opening Date: March 13, 2023

Closing Date: UNTIL FILLED

POSITION TITLE:	Assistant Division Manager
DEPARTMENT:	Water & Wastewater Division
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. This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Duties:

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Manages daily activities and maintenance of assigned utility service operations; oversees the scheduling, production, maintenance and/or provision of utility services to include water and/or power.
- Oversees utility service processes, procedures and techniques; monitors operations and material handling and addresses issues or potential hazards; ensures safety procedure compliance and enforces policies and procedures. Receives and responds to customer issues, complaints and/or emergency situations; troubleshoots and identifies issues, initiates responses, and implements resolutions.
- Prepares a variety of utility service operational status and budget reports; gathers and organizes data; prepares and provides informational and compliance reporting. Monitors and tracks assigned budget; reviews and inspects equipment and supply needs; orders and maintains adequate supply of required parts and materials.
- Responds to emergencies during and after normal business hours.
- Acts as Drinking Water and Wastewater Division Manager in their absence.

Minimum Requirements:

Education: Completion of four (4) years of college, *or its equivalent*, with major work in engineering, or other field related to work with large-scale utilities, plus four (4) years of experience as a supervisor in direct charge of drinking water systems' production, treatment, and distribution, and/or wastewater collection and treatment plants utilizing activated sludge secondary treatment processes, including one (1) year of management experience including administration of budgets.

Knowledge of: Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Supervisory principles, practices and techniques; Water, wastewater and/or power supply, generation, distribution and/or maintenance principles (based on assignment); Basic engineering and construction principles (based on assignment); Mathematical concepts; Budgeting principles; Safety principles; and Modern office technology.

Skills in: Interpreting and applying applicable laws, codes, regulations and standards; Supervising, monitoring, training and evaluating staff; Managing operational and maintenance activities related to utility provision; Monitoring and overseeing processes to ensure safety and quality; Responding to customer issues or emergencies; Troubleshooting issues and implementing resolutions; Preparing status, compliance and budget reports; Monitoring budget and tracking expenditures; Monitoring and maintaining supply and equipment inventory; Utilizing a computer and relevant software applications; and 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:

- Current CNMI driver's license or one from another U.S. jurisdiction

Ability to obtain within three (3) years of assignment and thereafter maintain during the course of employment:

- Level 3 certifications from a U.S. state, U.S. territory, U.S. commonwealth, or the District of Columbia in water treatment and water distribution.
- Level 3 certifications from a U.S. state, U.S. territory, U.S. commonwealth, or the District of Columbia in wastewater treatment and wastewater collection.

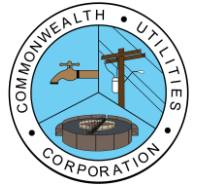
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CUC is an Equal Opportunity Provider and Employer.



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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