



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 23 – 049

Opening Date: March 13, 2023

Closing Date: March 27, 2023

POSITION TITLE:	Trades Technician
DEPARTMENT:	Water Division (Electrical Section)
LOCATION:	Saipan, Northern Marianas Islands, USA
ANNUAL SALARY:	\$20,826.00 to \$28,115.00 per annum, Non-Exempt
CONTRACT:	Not 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:

- Performs maintenance, operations, installations and/or repairs in assigned area of responsibility; provides technical guidance regarding assigned functions; and ensures quality service levels in accordance with proper procedures.
- Provides assistance in monitoring regulatory compliance.
- Operates specialized and heavy equipment; performs maintenance activities and skilled repairs to equipment, infrastructure and/or other items of assigned area of responsibility.
- Identifies issues and operational concerns; performs inspections; provides troubleshooting; evaluates corrective measures or options; recommends and implements solutions and corrective actions.
- Receives customer inquiries and trouble calls; responds to requests and provides information or status updates.
- Monitors inventory and supplies; maintains required supply levels; initiates requests for the replenishment of materials and supplies; cleans, organizes and maintains work and supply areas.
- Takes readings of equipment; maintains records, logs, orders and data; and prepares reports.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements:

Education: High School Diploma or General Education Diploma or Adult Basic Education Program and 4 years of experience related to area of assignment.

Knowledge of: Customer service principles; Basic mathematical concepts; Safety procedures and safe work practices; Modern office technology.

Skills in: Interpreting and applying applicable laws, codes, regulations and standards; Performing skilled maintenance, operations and repair work in assigned area; Reviewing quality levels and providing technical guidance in assigned area; Operating specialized and heavy equipment; Monitoring equipment and making adjustments; Performing inspections and identifying issues; Troubleshooting issues and recommending or implementing solutions; Receiving requests and trouble calls and providing assistance; Monitoring inventory and supplies; Initiating supply requests; Taking equipment readings and maintaining reading data; Preparing and updating activity logs and status 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;
- Trades Licenses and/or Certifications, based on assignment;
- Water/Wastewater Treatment and Distribution Certifications, based on assignment.

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