



# Commonwealth Utilities Corporation



## Job Vacancy Announcement

**JVA No. 23-054**

**Opening Date: March 20, 2023**

**Closing Date: April 03, 2023**

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

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](mailto:employment.applications@cucgov.org)