



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 23-056

Opening Date: March 21, 2023

Closing Date: April 04, 2023

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

The incumbent will be under the direct supervision of the Resident Manager or his/her designee.

Duties:

- 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.
- Must be able to lift objects weighing at 40 lbs. or more.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements:

Education: High School Diploma or GED or ABE Program AS Diploma.

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.

P. O. Box 501220, Third Floor, Joeten Dandan Building, Saipan, MP 96950

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CUC is an Equal Opportunity Provider and Employer.



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- **Licensing:**
 - Valid CNMI Driver's License with appropriate class.

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