



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 23 – 057

Opening Date: Monday, March 27, 2023

Closing Date: Monday, April 10, 2023

POSITION TITLE:	FEMA Disaster and Project Specialist (Management & Planning)
DEPARTMENT:	Renewable Energy & Systems Planning
LOCATION:	Saipan, Northern Marianas Islands, USA
ANNUAL SALARY:	\$65,000.00 - \$70,000.00 per annum, Exempt
CONTRACT:	Contracted
POSITION(S):	One (1)

The incumbent will be under the direct supervision of the Deputy Director for Electric Power Systems or his/her designee. This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of Renewable Energy and Systems Planning.

Roles & Responsibilities:

- Serve as a strong disaster recovery expert, with demonstrated experience supporting local governments through long term recoveries from natural disasters, with the ability to as a hands-on project manager overseeing a dynamic and complex disaster recovery.
- Expected to leverage understanding of the myriad of federal and state funding streams (e.g., FEMA Public Assistance, Hazard Mitigation Grant Program, Community Disaster Block Grants – Disaster Recovery, etc.), and how they can be strategically pursued and layered to address complex issues and needs in a post-catastrophic disaster environment.
- Serve as a FEMA Public Assistance Program subject matter expert and be able to answer policy related questions within a reasonable, but necessary timeframe.
- Oversee a multi-disciplinary team supporting all aspects of a recovery (e.g., cost recovery, infrastructure redevelopment, economic development, housing, social services, etc.), delegating tasks, assessing staffing needs, and developing methodologies to meet unmet needs and maximizing funding.
- Maintain strong project management best practices, ensuring the client has visibility on all efforts; deliverables are of the utmost quality; and upholding Hagerty’s core values of integrity, innovation, teamwork, and excellence within all efforts.

Duties:

- Provide programmatic assistance to clients and maintain currency of and compliance with applicable state and federal grant management policies and procedures relating to recovery (i.e., the PA Grant Program, Hazard Mitigation Assistance (HMA), Building Resilient Infrastructure and Communities (BRIC), programs funded by the Bipartisan Infrastructure Law (BIL), etc.
- Responsible for tracking contracts, maintaining project cost projections, internal project documentation, and project status.
- Identify potential impacts/implications of policy changes to Federal/State/Local programs and provide briefings as required.
- Develop Disaster Recovery Frameworks for clients to include pre-and post-disaster recovery plans, job aids, and implementation plans.

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

Tel: (670) 664-4282 • Fax: (670) 235-5131

CUC is an Equal Opportunity Provider and Employer.

- Conduct needs assessment and gap analysis as it relates to recovery planning, the client's emergency operations plan, and mitigation planning.
- Conduct meetings and briefings with applicants.
- Facilitate recovery stakeholder meetings to include development of meeting agendas and PowerPoint presentations.
- Write; proposals, RFI documentation and data to support state and local government grant reimbursement projects.
- Perform project validation reviews and address inconsistencies, special considerations, and compliance issues with management.
- Make hazard mitigation determinations and recommendations to reduce or eliminate the chance of damages occurring in the future.
- Provide technical guidance and recommendations to management.
- Identify and elevate administrative issues for resolution.
- Review supporting documentation for the assigned sub-awards to ensure that each sub-recipient receives appropriate reimbursements.
- Develop, maintain, and implement plans and procedures associated with the effective and efficient delivery and monitoring of grant performance.
- Perform quality control review procedures over work performed by other Disaster Recovery Specialists and Grants Management Specialists.
- Collaborate with WOB's Disaster Recovery Specialists to identify and elevate financial and administrative issues for resolution, including responding to Federal Awarding Agency or Recipient Request for Information.
- Interacting with senior staff from local, state, and federal government.
- Supervising Disaster Recovery Specialists and other staff.
- Perform other duties of similar nature and level as assigned by management.

Situational Awareness: During site assessments, conditions may be austere including prolong exposure to excessive heat and cold, prolonged sun exposure and no electricity, heat, or air conditioning. Other potential risks include air quality issues, standing water, mosquitos, snakes, debris, and other potential exposures.

Physical Demands: Site assessments may require extensive walking and standing for extended periods of time; working in small spaces, tunnels, and ditches; climbing ladders.

Minimum Requirements:

Education: Bachelor's degree in Public or Business Administration, Accounting or related field and 4 years of direct work-related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of: Applicable Federal, Commonwealth and local laws, codes, regulations, and/or ordinances. Research methods; Basic budgeting principles, Principles and practices related to assignment area; Customer service principles; Modern office technology.

Skills in: Interpreting and applying applicable laws, codes, regulations and standards; Reviewing and preparing a variety of technical reports and documents; Gathering information and conducting research; Analyzing data; Conducting studies, analyzing results and preparing recommendations; Monitoring and maintaining database information; serving as a liaison with the internal and external customers; Preparing and delivering communication materials and presentations; Drafting policies and procedures; 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. Ability to write and comprehend written documents related to utility projects and problems; Spoken and written communication ability is essential.

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