



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 23-065

Opening Date: Monday, April 24, 2023

Closing Date: UNTIL FILLED

POSITION TITLE:	Engineer, Electrical
DEPARTMENT:	Tinian Power Generation
LOCATION:	Tinian, Northern Marianas Islands, USA
ANNUAL SALARY:	\$40,084.00 - \$54,113.00 per annum, Exempt
CONTRACT:	Two Year Contract, Subject to renewal
POSITION(S):	One (1)

The incumbent will be under the direct supervision of the Tinian Resident 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:

- Manages engineering projects and coordinates resources from design through completion of construction.
- Develops scope of work; develops and maintains project plan and schedules.
- Monitors, reviews and evaluates project progress and status; ensures compliance with specifications, standards, contract, requirements and codes.
- Prepares engineering design calculations, analyses, drawings, technical specifications, cost estimates, contract documents, change orders, reports, correspondence and other related documents.
- Reviews project submittals, drawings, and schedules for approval; reviews and certifies contractor payment requests; tracks project funding and expenditures; maintains project files and records.
- Performs research studies and provides technical assistance; responds to inquiries and technical information requests related to projects; identifies and analyzes issues; and recommends and implements solutions.
- Conducts investigations and inspections; collects and maintains field data; identifies and analyzes problems with equipment, systems or operations; conducts testing and troubleshoots issues; recommends or implements modifications, solutions or enhancements.
- Assists with bid administration processes; participates on and provides technical support to special project teams as required.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements:

Education: Bachelor’s Degree in Electrical Engineering and four (4) years of general professional, electrical engineering experience.

Knowledge of: Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Principles, practices and procedures of assigned service area; Customer service principles; Mathematical concepts; Inventory maintenance practices; Inspection procedures; Safety procedures and safe work practices; Modern office technology.

Skill 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; Strong attention to details and accuracy; Adhering to safety procedures and safe work practices; 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. Able to lift up to 50 pounds and perform repetitive tasks.

Licensing: Valid 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.

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.