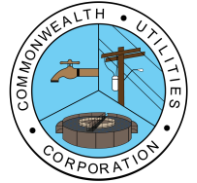




Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 23 – 082

Opening Date: May 26, 2023

Closing Date: June 09, 2023

POSITION TITLE:	Dispatch Coordinator Communications Equipment Specialist
DEPARTMENT:	Administration
LOCATION:	Saipan, Northern Mariana Islands, USA
ANNUAL SALARY:	\$27,456.00 - \$37,066.00 per annum, Non-Exempt (commensurate with Education & Experience)
CONTRACT:	Not Contracted
POSITION(S):	One (1)

The incumbent will be under the overall supervision of the Compliance Administrator or his/her designee.

Duties:

- Responsible for overseeing the operations of the radio control and maintenance
- Expected to be a part of the Response Assistance Coordinators (R.A.C.) Team as part of the First Responders during times of Emergency Declaration as assigned by the Compliance Administrator.
- Supervises the operations, functions, issuance, and repairs of the radio communications equipment of CUC.
- Provides advisement to the Compliance Administrator on needed purchases or upgrades on radio communication equipment due to damages and/or if equipment is obsolete.
- Develops and implements operating policies and procedures pertaining to dispatch/radio communications.
- Develops and administers the radio control and maintenance budget.
- Administers FCC radio licenses ensuring radio operators are in compliance with rules and regulations.
- Monitors radio usage at all times to ensure compliance with FCC rules.
- Serves as the weather monitor and advisor for administration by tracking weather disturbances and keeping administration advised of any pending weather problems.
- Prepares monthly reports and correspondences for the Compliance Administrator.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements: Any combination equivalent to a Bachelor’s Degree in a related field and five (5) years of progressively responsible communications and radio control experience.

Knowledge of: FCC license requirements and regulatory laws; Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances (based on assignment); Customer Supervisory principles; Basic budgeting principles; Customer service techniques; Telephone etiquette; Radio communications procedures; Electronic equipment; Radios; filing and recordkeeping principles; Basic mathematical concepts; Basic inventory and supplies maintenance practices; Modern office technology. Strong interpersonal and communication skills, clerical skills, and moderate computer proficiency.

Skills in: Monitoring and evaluating staff; Prioritizing and assigning work to staff; Developing and administering budgets; Developing and implementing standard operating procedures; Reading schematics and diagrams; Troubleshooting, maintaining and repairing malfunctioning equipment; Provide customer service; Using two-way radios; Preparing correspondence and reports; Using computers and related software applications; Communication, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, and others to sufficiently exchange or convey information and to receive work direction.

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 Department 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