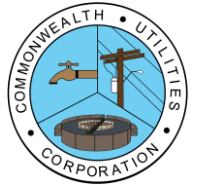




# Commonwealth Utilities Corporation



## Job Vacancy Announcement

**JVA No. 24-012**

**Opening Date: Friday, January 05, 2024**

**Closing Date: UNTIL FILLED**

<b>POSITION TITLE:</b>	<b>Trades Technician</b>
<b>DEPARTMENT:</b>	<b>Water Division</b>
<b>LOCATION:</b>	<b>Saipan, Northern Marianas Islands, USA</b>
<b>ANNUAL SALARY:</b>	<b>\$20,826.00 to \$28,115.00 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 direct supervision of the Drinking Water & Wastewater Division Manager or his/her designee.

### Duties:

- Performs maintenance, operations, installations and/or repairs in assigned area of responsibility;
- Provides technical guidance regarding assigned functions; and ensures quality service levels in accordance with proper procedures;
- Provide assistance in monitoring and complying with regulatory compliance;
- Operates specialized and heavy equipment; performs maintenance activities and skilled repairs to equipment, infrastructure and/or other items of assigned area of responsibility;
- Identifies issues and operational concerns;
- Performs inspections; provides troubleshooting; evaluates corrective measures or options; recommends and implements solutions and corrective actions.
- Receives customer inquiries and trouble calls; responds to requests and provides information or status updates.
- Monitors inventory and supplies; maintains required supply levels; initiates requests for the replenishment of materials and supplies; cleans, organizes and maintains work and supply areas.
- Takes readings of equipment; maintains records, logs, orders and data; and prepares reports.
- Performs other duties of a similar nature and level as assigned.

### Minimum Requirements:

**Education:** High School Diploma, General Education Diploma (GED), or Adult Basic Education Program Adult School Diploma (AS) and four (4) years of experience related to area of assignment.

**Knowledge of:** Customer service principles; Basic mathematical concepts; Safety procedures and safe work practices; Modern office technology.

**Skills 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; 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.

- **Licensing:**
  - Valid CNMI Driver's License with appropriate class.
  - Trades Licenses and/or certifications, based on assignment.
  - Water/Wastewater Treatment and Distribution Certifications, based on assignment.
- **Physical Demands:**
  - Occasional lifting of objects; Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.

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 and 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](mailto: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.**