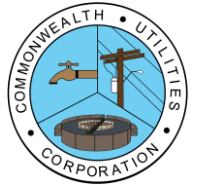




Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 24-019

Opening Date: Monday, January 29, 2024

Closing Date: UNTIL FILLED

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

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

The Trades Assistant will assist with installations, repairs and general maintenance in assigned service area; and operate motorized vehicles, equipment machinery, and hand and power tools. This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the Division.

Duties:

- 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.
- Services equipment by disassembling, assembling, cleaning and calibrating.
- Assists with equipment/vehicle inspections.
- Monitors gauges on engine generators; Reads meters and collects data; monitors and maintains pump fuel; operates incinerators; operates oil and water separator pumps.
- Services and prepares oil filters.
- Responds to customer calls.
- Maintains grounds, trim trees and removes obstacles.
- Fabricates materials for required parts.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements:

Education: High School Diploma, General Education Diploma, or Adult Basic Education.

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.

- **Licensing:**
 - Valid Driver's License with appropriate class.
- **Physical Demands:**
 - Must be able to lift and carry objects weighing up to 40 pounds and over.

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.