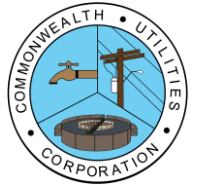




Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 24-052

Opening Date: Thursday, January, 25, 2024

Closing Date: Wednesday, February 07, 2024

POSITION TITLE:	Trades Assistant
DEPARTMENT:	Petroleum Compliance Office
LOCATION:	Saipan, Northern Marianas Islands, USA
ANNUAL SALARY:	\$16,742.00 to \$22,602.00 per annum, non-exempt
CONTRACT:	Not Contracted
POSITION(S):	Two (2)

The incumbent will be under the overall supervision of the Technical Manager for Oil 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 Power Generation Division.

Duties:

- Performs and assists with facility site inspections to assess and monitor compliance with CUC's petroleum facilities including waste oil storage, petroleum storage tanks and piping, secondary containments, etc.;
- Prepares inspection reports and issue petroleum citation for corrective actions.
- Conduct and monitors equipment and supplies inventory; requests replacement stock to replenish inventory levels; ensures stock supply and preparedness for responding to oil spills or related incidents.
- Incumbent must be able to respond to spill incidents and emergencies and assists with ensuring compliance with laws, rules and regulations governing spill response action.
- Assists in preparing spill incident reports to document the cause of the incident and provide recommendations for corrective actions. Incumbent will be tasked to prepare all the required documentation forms of the spill incident required for reporting to CNMI Division of Environmental Quality, United States Environmental Protection Agency, United States Coast Guard, and the National Response Center.
- Operates motorized vehicles, equipment machinery, and hand and power tools.
- Performs routine and preventative maintenance on equipment, vehicles, systems and/or infrastructure; performs basic inspections; and conducts basic troubleshooting of issues.
- Gathers, cleans and returns equipment, materials and supplies used.
- 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.
- 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: Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances (based on assignment); Customer service principles; Investigative techniques, Operating compressor, pneumatic pumps and hoses for petroleum product transfer/cleanup; Maintenance and repair work of compressors and pneumatic pumps; Mitigation procedures; Safe work practices and procedures; Modern office technology.

Skills in: Interpreting and applying applicable laws, codes, regulations and standards (based on assignment); Performing inspections to monitor safety and environmental compliance; Responding to emergency incidents to ensure corrective actions and proper procedures are followed; Monitoring equipment and supply inventory; Reviewing project specifications and monitoring project work; Preparing reports and related activity documentation; 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 and effectively exchange or convey information and to receive work direction.

Licensing:

- Valid CNMI Driver's License with appropriate class.
- Hazmat and HAZWOPWER Certifications. (preferred)
- Fork Lift and Boom Truck Operator (preferred)
- Confined Space Entry (preferred)
- Incident Command System (ICS) (preferred)
- Oil Spill Response Action (preferred)

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.

All applicants may be tested and all applicants are subject to pre-employment drug test.

How to Apply: You may submit your CUC Employment Application and/or resume at the Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan, from Monday to Friday, 7:30am – 4:30pm. Applicants on the island of Tinian and Rota can drop it off at the Tinian and Rota Administration office. Application and resume can also be e-mailed to: employment.applications@cucgov.org