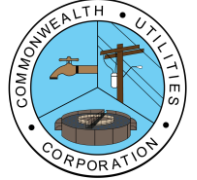




# Commonwealth Utilities Corporation



## Job Vacancy Announcement

**JVA No. 24-069**

**Opening Date: Wednesday, April 24, 2024**

**Closing Date: UNTIL FILLED**

<b>POSITION TITLE:</b>	<b>Junior Engineer</b>
<b>DEPARTMENT:</b>	<b>Power Division-Transmission &amp; Distribution</b>
<b>LOCATION:</b>	<b>Saipan, Northern Marianas Islands, USA</b>
<b>ANNUAL SALARY:</b>	<b>\$37,756.00 to \$50,970.00 per annum, Exempt</b>
<b>CONTRACT:</b>	<b>Contracted</b>
<b>POSITION(S):</b>	<b>One (1)</b>

The incumbent will be under the direct supervision of the Power Division Manager or his/her designee.

CUC is seeking a Junior Engineer to review engineering plans to ensure compliance with structural, non-structural, and environmental requirements and codes; to develop engineering calculations; to consult with construction vendors and others regarding engineering specifications; to manage small engineering projects from design through completion of construction; and to perform professional level coordination and consultative services for a limited scope of engineering development activities and processes.

### Duties:

- Designs electric and distribution and oversees the completion of assigned tasks.
- Executes and coordinates portions of assigned projects and tasks; adheres to applicable specifications and standards.
- Manages assigned aspects of electric and distribution projects.
- Performs construction inspections.
- Supports operations with technical assistance; collects, maintains, and organizes operational data for engineering analysis.
- Maintains project files; prepares related correspondence.
- Prepares design calculations, engineering drawings, and sketches.
- Drafts parts of a variety of engineering reports and correspondence.
- Assists with data collection, troubleshooting, and equipment analysis; evaluates electric and distribution system needs and performs engineering analysis.
- Performs research for design, efficiency improvement, and operations support.
- Performs other duties of a similar nature and level as assigned.

### Minimum Requirements:

Education: Bachelor's Degree in Electrical Engineering.

Proficiency in the applications of Microsoft software – Word, Excel, PowerPoint, and Outlook.

Knowledge of: Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Principles, practices and procedures of assigned service area; Knowledge of and ability to use AutoCAD is a plus; 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.

### • Licensing:

- Valid Driver's License with appropriate class.
- Automated Computer Assisted Design or Geographical Interface System Certification preferred, but not required.

**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.**

- **Physical Demands:**

- Ability to lift up to 50 pounds.

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](mailto:employment.applications@cucgov.org).