



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 26-029

Opening Date: Monday, March 16, 2026

Closing Date: UNTIL FILLED

POSITION TITLE:	Archaeologist
DEPARTMENT:	Water & Wastewater Engineering Division
LOCATION:	Saipan, Northern Marianas Islands, USA
ANNUAL SALARY:	\$60,334.00 per annum, Exempt
CONTRACT:	Four Year Contract, subject to renewal
POSITION(S):	One (1)

The incumbent will be under the overall supervision of the Manager: W/WW Engineering or his/her designee.

Duties:

- Oversee surveys and inventory of cultural and archeological sensitive areas.
- Coordinate and comply with State Historic Preservation Office to ensure local and federal compliance.
- Conducts data recovery for various CUC projects.
- Conducts surveys to identify sites of historical and archaeological significance in the CNMI, in relation to CUC projects and in compliance with local and federal compliance.
- Conduct comprehensive surveys of the CNMI islands to locate, identify, document, and evaluate, historic and culturally significant sites
- Producing, compiling, and maintaining written, photographic and drawn records and electronic databases
- Collecting, analyzing and interpreting data
- Mathematical, statistical and computational modeling
- Assessing planning applications for CUC projects
- Conducts subsurface testing to determine the nature and extent of buried cultural deposits.
- Conducts data recovery for various infrastructure projects.
- Washing, processing, and cataloging of artifacts and preparation of artifacts for curation.
- Completion of HPO archaeological documentation forms.
- Research, design, and implement work plans or mitigations for CUC projects and archaeological sites.
- Assists in preparing research designs, reports, and HPO correspondence.
- Updates and maintenance of GIS data and preparation of project-related mapping
- Archaeological monitoring for on-going construction projects
- Participates in project meetings, meetings with permitting agencies, and other stakeholders
- Advise contractors and land users about the possible project effects on properties having historic and/or cultural value, making them eligible for possible listing on the National Register of Historic Places
- Assists in the evaluation, designation, and nomination of historic properties having historic and cultural value for possible listing on the National Register of Historic Places
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements:

Education & Experience: Bachelor's Degree in Anthropology, Archaeology, or related field. Two (2) years of professional experience with field archeology, data collection and analysis, and scientific report writing or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

Knowledge of: Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Engineering and construction principles, methods, practices, and techniques; Surveying methods and techniques; Engineering planning, specification, and drawing methods and techniques; Mathematical concepts; Applicable equipment, controls and systems of assigned area of responsibility; construction methods, water system operations, and troubleshooting; Customer service principles; Safety principles and practices; Data collection techniques; Modern office technology.

Skills in: Interpreting and applying applicable laws, codes, regulations and standards; Prioritizing, assigning and monitoring the completion of work by others; Reading and interpreting plans, specifications, maps and related technical documentation; Performing inspections, survey work and collecting and reporting related data; Researching, troubleshooting and problem solving; Providing critical thinking in analyzing and developing solutions; Conducting and monitoring field inventories and equipment; Providing customer assistance; Researching service or project status and providing feedback; Performing mathematical calculations and estimating resources and costs; Preparing technical reports, drawings and related documents used in assigned area of responsibility; Applying safe work practices; 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.

P. O. Box 501220, Third Floor, Joeten Dandan Building, Saipan, MP 96950

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CUC is an Equal Opportunity Provider and Employer.

Licensing/Certification:

- 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 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