



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 26-048

Opening Date: September 03, 2026

Closing Date: September 17, 2026

POSITION TITLE:	Computerized Maintenance Management System (CMMS) Manager
DEPARTMENT:	Executive Director's Office
LOCATION:	Saipan, Northern Marianas Islands, USA
ANNUAL SALARY:	Commensurate with Education and Experience
CONTRACT:	Four (4) Year Contract
POSITION(S):	One (1)

Under the direct supervision of the Executive Director or his/her designee.

The Computerized Maintenance Management System (CMMS) Manager is responsible for planning, coordinating, monitoring, and documenting the Commonwealth Utilities Corporation's compliance with CMMS requirements associated with U.S. Environmental Protection Agency (EPA) Administrative Orders, Consent Agreements, Stipulated Orders, and other regulatory obligations related to drinking water, wastewater, and environmental infrastructure projects, Power.

This position serves as the primary liaison between CUC, Coordinate and integrate the CMMS with preventive maintenance, corrective maintenance, asset management, billing, reporting requirements, compliance milestones, and environmental regulatory commitments. This position encompasses water, wastewater, power production, power transmission and distribution and SO2.

The incumbent will develop compliance strategies, monitor project performance, prepare monthly reports, maintain records, and support executive management in reducing regulatory risks and avoiding stipulated penalties.

Duties:

- Lead coordination efforts associated with EPA Administrative Orders, Stipulated Orders, SO1 & SO2 Consent Agreements, and related enforcement actions as related to CMMS.
- Develop and maintain a computerized maintenance management system using best management practices to ensure adherence to vendor manuals, O&M specifications
- Interpret EPA requirements and communicate obligations to operational and project teams.
- Ensure compliance with Safe Drinking Water Act (SDWA), Clean Water Act (CWA), and other applicable federal environmental regulations are incorporated into the CMMS.
- Coordinate compliance maintenance activities for water distribution, wastewater collection, treatment, and infrastructure improvement projects.
- Monitor contractor and consultant performance related to regulatory commitments and maintenance standards.
- Review project schedules and identify risks that may impact regulatory compliance deadlines. Ensure these are integrated to the CMMS.
- Assist project managers in implementing corrective actions and compliance-related initiatives and are incorporated to the CMMS.
- Evaluate project progress and prepare executive-level status reports as related to preventive and corrective maintenance.
- Incorporate the emergency response / typhoon response plans into the CMMS. Responsible to lead the updating, revising and finalizing of the emergency response / typhoon response plans.
- Integrate typhoon damage assessments into the CMMS.
- Coordinate and integrate the non-revenue water reduction program into the CMMS.
- Conduct field visits to ensure compliance with stipulated order 1 as it relates to deficiencies and proper maintenance procedures.
- Implement and integrate with CMMS a backflow / cross connection control program.
- Implement and integrate an asset control program with the Warehouse and CMMS.
- Integrate and coordinate the billing department work order system with CMMS.
- Prepare and submit monthly reports required under EPA orders and other regulatory programs.
- Maintain documentation supporting compliance certifications and milestone completion.
- Coordinate responses to EPA information requests, inspections, audits, and enforcement inquiries.
- Ensure the accuracy and completeness of all regulatory submissions in relation to maintenance requirements.
- Identify compliance risks and recommend corrective actions for maintenance procedures and corrosion control.
- Develop policies, procedures, and internal controls to strengthen regulatory and compliance.
- Conduct internal compliance audits and assessments.
- Recommend process improvements to support long-term asset and management control compliance goals.
- Assist in preparing strategic plans and compliance roadmaps for regulatory and maintenance commitments.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements:

Education:

Bachelor's degree in environmental science, Environmental Engineering, Civil Engineering, Public Administration, Environmental Management, Regulatory Compliance, or a related field; and **Five (5) years** of progressively responsible experience in environmental compliance, utility operations, infrastructure project management, regulatory affairs, engineering support, or environmental program administration. OR

High school diploma or GED equivalent and **nine (9) years** of progressively responsible experience in environmental compliance, utility operations, infrastructure project management, regulatory affairs, engineering support, environmental program administration, or a related field.

Experience working with EPA regulations, consent decrees, administrative orders, or federally funded infrastructure projects is highly desirable.

Backflow/cross-connection certification or equivalent experience demonstrating knowledge and capability of implementing a successful program.

Capability and knowledge of fire hydrant flow testing and lead others in the development of the program.

A strong leader capable of working across divisions to integrate the CMMS with other programs.

Capable of reading engineering design plans, inspect capital improvement projects to ensure proper and best industry standards are followed, and new construction, equipment, and processes are incorporated into the CMMS.

Capability to identify that proper maintenance procedures are being followed as to industry best practices.

Ability to train operators and maintenance personnel using industry best practices and document in the CMMS.

Ability to identify corrosion control deficiencies and to provide direction in correcting deficiencies which would be documented in the CMMS.

Knowledge of:

Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Thorough knowledge of the operating principles and maintenance requirements of at least three (3) million gallons per day ("mgd") of an activated sludge wastewater treatment plant including primary and secondary treatment processes, oxygen production, and sludge digestion and dewatering. Basic engineering and construction principles (based on assignment); Fire hydrant flow testing; Backflow/cross-connection; Corrosion control

Skills in:

Interpreting and applying applicable laws, codes, regulations and standards; 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; Conducting and assisting with informational workshops and orientations; Reviewing project specifications and monitoring project work; Providing customer service; 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 exchange or convey information and to receive work direction.

Licensing/Certifications:

- Valid CNMI Driver's License with appropriate class.
- Emergency Responder Certification (preferred)
- Hazmat (preferred)
- OSHA (preferred)

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