Commonwealth Utilities Corporation

Job Vacancy Announcement

JVA No. 27-015

Opening Date: Wednesday, November 18, 2026

Closing Date: Thursday, December 3, 2026

POSITION TITLE:	**Water Trades Assistant**
DEPARTMENT:	**Water Division**
LOCATION:	**Saipan, Northern Marianas Islands, USA**
ANNUAL SALARY:	**$22,937.00 per annum, Non-Exempt**
CONTRACT:	**Not Contracted**
POSITION(S):	**One (1)**

The incumbent will be under the overall supervision of the Drinking Water & Wastewater Division Manager 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 Water Division.

Duties:

- Assists with installations, repairs, and general maintenance in assigned service area; 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.
- 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.
- Performing daily well and pump station facility maintenance, cleaning, and monitoring.
- Assisting plumbing and chlorine maintenance crew.
- Utilizing digging equipment for locating and repairing leaks.
- Repairing and securing pressure reducer valves, main valves, service lines and laterals, and booster pumps.
- Assisting with meter installation and repair.
- Collecting water samples.
- Must be able to lift objects weighing 40 lbs. or more.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements:

Education & Experience: High School Diploma or GED or ABE Program AS.

Knowledge of: Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Supervisory principles, practices and techniques; Water, wastewater and/or power supply, generation, distribution and/or maintenance principles (based on assignment); Basic engineering and construction principles (based on assignment); Mathematical concepts; Budgeting principles; Safety principles; and 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/Certification:

- Valid U.S. Driver's License with appropriate class.

Physical Demands:

- Occasional lifting of objects; Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.

All applicants may be tested, and all applicants are subject to a 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 in 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