

COMMONWEALTH UTILITIES CORPORATION

Job Vacancy Announcement (JVA) No. 10-006

Opening Date: March 6, 2009

Closing Date: Until Filled

DEPUTY DIRECTOR FOR WATER AND WASTEWATER

NOTE: POSITION DESCRIPTION MAY BE SUBJECT TO MODIFICATION UPON HIRE. MINIMUM QUALIFICATION REQUIREMENTS, HOWEVER, ARE AS ADVERTISED HERE.

Under the direct supervision of the Assistant Executive Director for Operation (AED), the incumbent's duties and responsibilities are as follows. Works with and for the Assistant Executive Director for Operations (AED) to create and execute plans to improve the management, the finances and the operations of the Commonwealth Utilities Corporation (Corporation or CUC). The Deputy Director for Water and Wastewater (DD) is responsible for management of all aspects of the Corporation's water and wastewater systems' operations, maintenance, and engineering. The DD is primarily responsible for ensuring the Corporation's compliance with all laws and regulations applicable to its water and wastewater systems. Prepares, with the AED, plans to carry out the tasks set out in the Corporation's agreements with federal agencies and authorities to improve service, operations and compliance. Prepares compliance reports for the AED and for submission to federal and CNMI agencies and authorities. The DD shall be responsible for all compliance activities and deliverables required by the Consent Degree. Assists the AED, with management organization, planning, staffing decisions, such as assigning responsibilities, priorities, evaluating employee's performance, planning and implementing staff training, making recommendations concerning hiring and disciplinary action. Assists the AED with management and planning concerning the finances, budget and accounting; and prepares and assists with the execution of plans to enhance revenue and to reduce costs. Develops, interprets and implements, with the AED and Division Managers, policies, rules and procedures for the operations divisions of the Corporation, including establishing performance standards for each position and compliance standards for the water and wastewater divisions. Manages water and wastewater programs and priorities to meet the Corporation's goals and objectives. Plans, develops and evaluates new and improved operational methods. Directs and coordinates water and wastewater activities with other divisions and programs. Visit job sites, plants and offices to maintain contact and knowledge of operational conditions. Conducts oversight of grants and other contracts for funding, consulting services and construction for water and wastewater facilities. Conducts oversight of construction activities, directing planning, engineering studies and designs for water and wastewater facilities in coordination with the Chief Engineer. Manages the Engineering Office for water and wastewater. Provides support, advice and leadership within the Corporation and to the Advisory Board and/or Public Utilities Commission. Represents the Corporation in contacts with other utilities, regulatory agencies, governmental bodies, planning agencies, private organizations, or consultants. Makes presentations to the AED, staff, and community, legislative and professional groups. Performs other duties as assigned. Performs other duties as assigned. **SUBJECT TO PRE-EMPLOYMENT DRUG SCREENING.**

LOCATION: COMMONWEALTH UTILITIES CORPORATION, SAIPAN

SALARY: NEGOTIABLE

CONTRACT: TWO-YEAR

POSITION AVAILABILITY: MARCH 31, 2010

MINIMUM QUALIFICATIONS: Master's degree in Public Works Administration, Management or in the alternative, a Bachelor's degree in Engineering and registration as a Professional Engineer pursuant to the National Council of Engineering Examiners standard in either the Civil, Mechanical or Chemical branch; and senior management experience of at least ten years in similar wastewater and drinking water utility (preferably combined utility), with similar capital and operating budgets, capital improvement projects, human resource needs, utility financing issues, operation and maintenance training, and implementation needs. Must demonstrate: Proven management and communication skills; Demonstrated ability to lead, motivate, and develop staff; Experience with managing major water and wastewater systems during periods of planning, design, and construction; and Experience with water and wastewater systems, user fee system development, bond funding, staff training and development, and federal drinking water and wastewater requirements. Knowledge of: Water and wastewater utility management and planning, methods, and practices; utility operations, federal law regulating utility operations, utility finances, budgeting, revenue collection, rate structures and rate setting principles and methods. Computer systems and programs for utility service application, personnel management and training. Alternative energy technology, processes and principles of privatization of utility services. Skill in: Applying management principles and techniques to the analysis and resolution of complex management problems and concerns facing the Corporation; analyzing complex utility data and reports and drawing sound conclusions; analyzing operational deficiencies and preparing corrective action plans; assisting in the preparation of cost/benefit analysis; drafting policies and procedures for the divisions or the Corporation; writing memoranda, correspondence, and reports, often containing financial information and analysis, that are clear and concise. Ability to: Plan, schedule, assign, review, and evaluate the work of others; coordinate the activities of the Corporation's Divisions and Offices; deal tactfully and effectively with others, both inside and outside the Corporation; make effective oral presentation; monitor new developments, legislation, and other agencies; activities that may affect the Corporation. License, Certificate, or Credential: Professional Engineer Registration (as necessary); Water and Wastewater Plant Operator Certificates desirable. Other Requirements: CNMI driver's license.

Please submit a complete application and resume with salary history to:

Commonwealth Utilities Corporation
Attention: Human Resource Office
Post Office Box 501220
Saipan, Northern Mariana Islands 96950-1220 USA
Phone: (670) 235-7025 to 32 Fax: (670) 235-5131

Applications may be picked up at the Human Resource Office located on the 3rd Floor of the Joeten Dandan Building or the Tinian and Rota Administration Office. Failure to provide required documents listed on the application will be grounds for disqualification.

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