



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
**OFFICE OF PLANNING & DEVELOPMENT**  
OFFICE OF THE GOVERNOR



## ***JOB VACANCY ANNOUNCEMENT***

### **POSITION**

Solid Waste Technical Analyst, Full Time Position

### **LOCATION**

Commonwealth of the Northern Mariana Islands – Office of the Governor, Department of Public Works

### **CLOSING DATE**

Open until a suitable candidate is identified.

### **SALARY RANGE:**

\$45,000.00-\$55,000.00 (*Salary will be commensurate to applicant's experience, certifications, etc.*)

### **POSITION OVERVIEW**

Under the guidance and general supervision of the Director of the Public Works Solid Waste Division and Senior Solid Waste Engineer with project oversight from Office of Planning and Development (OPD) and the support of the CIP Administrator, the employee will support Solid Waste Management planning efforts with the Department of Public Works (DPW) and the Offices of the Mayors of Saipan, Tinian, and Rota as well as the Northern Islands as needed specific to the development and implementation of the CNMI's solid waste plans and projects. Employee will support the development, review and revisions to existing plans and working closely with the project team and USEPA to ensure the implementation of environmentally compliant waste management facilities and practices throughout the CNMI.

### **DUTIES AND RESPONSIBILITIES**

The Solid Waste Technical is responsible for performing the following tasks as required by OPD and the Solid Waste Division of the Department of Public Works:

- Participates in weekly project team meetings and monthly Inter- Island Solid Waste Management Taskforce (ISWMT) planning meetings, including reviewing documentation of meeting minutes and tracking of project needs, next steps, and deliverables and leading on task follow-ups specific to technical implementation components of planning, construction implementation, and O&M;
- Develops specifications and requests for performance of contracts in close coordination with USEPA and Project Team;
- Supports task management and implementation documentation production and provides technical feedback to support identification and capacity building / training needs;
- Coordinates programs and activities with federal, CNMI, and municipalities and agencies as well as schools and local businesses as directed to support a concerted effort toward

achievement of the CNMI's Comprehensive Sustainable Development Plan (CSDP)-identified percentage recycling goal and related municipal management objectives;

- Monitors, inspects, and coordinates contract requirements concerning waste management facility operations, landfill operations, franchise collection, and other related recycling, waste reduction, and reuse efforts;
- Compiles data for statistical tabulation and analysis; submits comprehensive reports to state and local officials covering the current accomplishments of recycling and waste reduction programs;
- Pursues and administers additional grants and loans from state and other public and private sources as appropriate with prior approval from the OPD Director and DPW Secretary and Tinian / Rota Mayors if applicable;
- Reviews, evaluates, and produces formal critiques of proposed legislative changes;
- Assists in providing content for press releases and website pages related to integrated solid waste management project as assigned or requested by project team;
- Drafts quarterly grant reports to EPA and ensures timely completion of project deliverables in close coordination with Inter-Island Solid Waste Management Taskforce, OPD, and DPW;

And performs other related duties as assigned specific to waste management programs to support OPD's mission to promote sustainable growth throughout CNMI and promote sustainable production and consumption patterns specific to integrated solid waste management planning.

#### **REQUIRED SKILL AND QUALIFICATIONS**

The Solid Waste Technical Analyst will demonstrate a combination of education and experience reflected through the following recommended qualifications and skills:

- Bachelor's Degree in Geography, Environmental Science, Natural Resource Management, or other related discipline.
- 3-5 years work experience in Public Works Solid Waste Management or private industries is preferred.
- Strong Written and Oral Communication Skills, as well as organization, time management, and critical thinking, supported by excellent working knowledge of Microsoft Office required.

#### **RECOMMENDED SKILLS AND QUALIFICATIONS**

- Proficient with Garmin and Trimble products are not required, but preferable.
- Proficient with ArcGIS server and ArcSDE technology is not required, but preferable.

#### **TO APPLY**

Please email, as a single PDF document, a cover letter, CV or resume, names and contact information for three references, and a copy of terminal degree OR unofficial transcripts to Elizabeth Balajadia, OPD Acting Director ([elizabeth.balajadia@gov.mp](mailto:elizabeth.balajadia@gov.mp)), cc: Chris Sablan ([chris.sablan@opd.gov.mp](mailto:chris.sablan@opd.gov.mp)) & Alex Castro ([alex.castro@opd.gov.mp](mailto:alex.castro@opd.gov.mp)). Alternatively, hard copies of all documents can be sent to Elizabeth Balajadia, Acting Director, Office of Planning and Development, Caller Box 10007, Saipan, MP 96950.

For questions or clarifications, please contact Alex Castro ([alex.castro@opd.gov.mp](mailto:alex.castro@opd.gov.mp)).