



GUAM WATERWORKS AUTHORITY

Aturidat Kinlamten Hanom Guahan

GOVERNMENT OF GUAM

578 N. MARINE CORPS DRIVE

TAMUNING, GUAM 96913

Phone: (671) 647-7855 Fax: (671) 646-2335

JOB ANNOUNCEMENT

(Open Competitive)

Guam Waterworks Authority is seeking qualified applicants to establish a list for its new Engineering class series in the classified service:

Position Title: ASSISTANT CHIEF ENGINEER, PE	Announcement Number: EOE 027-2008
SALARY: MINIMUM: O1C \$70,259.00 PER ANNUM MAXIMUM: O5A \$80,761.00 PER ANNUM	Open Date: APRIL 22, 2008 Closing Date: Continuous until filled

MINIMUM QUALIFICATIONS: A Bachelor's degree in engineering or related field from an Accreditation Board of Engineering and Technology (ABET) accredited university or college program; **AND Twelve** (12) years of engineering experience. This engineering experience will consist of the following:

Minimum of TWO (2) years on Guam

Minimum of FOUR (4) years of supervisory experience

Minimum of SIX (6) years of professional responsibility (as a P.E.)

Minimum of EIGHT (8) years with municipal water and wastewater facilities

In addition:

FOUR (4) years of municipal water and wastewater facilities experience on Guam is preferred.

Relevant MS degree may be substituted for one (1) year of required general experience.

This position requires a current Professional Engineer (PE) license.

Registration on Guam as a Professional Engineer is required within one year.

JOB DEFINITION: Under administrative direction from the chief engineer, provides planning, design, construction, inspection, and administrative services for GWA utility construction and maintenance projects and manages third party project management and design service contracts as needed to successfully implement these projects. Supervises other registered and non-registered engineers. This job description may apply to any of the following four (4) engineering disciplines: Civil, Environmental, Mechanical, or Electrical. This is a career position. The incumbent will be prepared for promotion to the position of chief engineer once requisite experience has been attained.

ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES:

Assist the Chief Engineer with management and drafting of the resources within the engineering division to carry out its duties, functions and responsibilities; with motivation of employees in accomplishing individual and division goals; and with improving work procedures and work results. Manage and schedule professional and technical staff. Develop goals and priorities, and assign tasks and projects. Counsel, trains and coaches assigned staff. Implements corrective actions and conducts performance evaluations. Provide leadership, direction and guidance for the engineering division. Represent the Chief Engineer in meetings and conferences.

Develop and implement design and construction standards, policies, and standard operation procedures as required to maintain and/or improve work results of the division.

Provide technical assistance to all GWA Departments; facilitate the resolution of problems and conflicts relating to engineering issues; promote and provide technical guidance on engineering issues to technical and professional staff, the general public and government officials.

Prepare departmental annual budget and 5-year CIP plans with data provided by senior engineer supervisors for review and approval of chief engineer.

Lead departmental and division quality improvement initiatives; supervise senior professional engineers as delegated by the chief engineer to maintain a reasonable span of control.

Plan and direct activities of senior engineers engaged in preparing designs to construct, enlarge, and modify water and wastewater facilities. Ensure designs meet technical and program requirements. Coordinate construction projects with engineers, operations personnel, local and Federal government authorities and community groups.

Design, develop and produce construction drawings and documents. Develop scope of projects; delegate components to technical staff and collaborates with specialists to produce plans. Complete necessary calculations.

Oversee creation of project plan sets and design sheets and approve final plans; schedules and conducts design review meetings; ensure designs meet program requirements; stamp plans, studies and final drawings as required.

Manage Architectural and Engineering service contracts. Develop scopes of work and RFP packages. Evaluates proposals and coordinates selection of consultants.

Coordinate comprehensive construction management activities to ensure that construction proceeds efficiently and in accordance with plans and specifications. Develop and tracks project schedules and takes corrective action to keep activities within schedule. Conduct periodic site visits during construction. Approve field design changes. Initiates and supervises intermittent and final inspection of facilities.

Review and approve project cost estimates prepared by project managers.

Review compliance with all local and federal rules, regulations and permit requirements. Assesses and determines system deficiencies and project needs; develop scope of construction projects.

Coordinate technical support to operations personnel in order to facilitate performance improvement initiatives; identify, research and suggest resolution processes for emergent problems; establish and maintain preventive maintenance and other facilities operation programs; conduct engineering economy evaluations of equipment alternatives and recommend projects with better life cycle costs.

Perform other duties as assigned or required.

KNOWLEDGE, SKILL and ABILITY:

- Comprehensive knowledge of principles and practices of engineering design and construction.
- Comprehensive knowledge of the principles and practices of engineering project management and construction safety.
- Comprehensive knowledge of water and wastewater system facilities and operation.
- Average knowledge of USEPA and GEPA Drinking Water Regulations, the NPDES permit program, rules, regulations, ordinances, codes administrative orders and other operational guidelines and directives.
- Average knowledge of engineering economics.
- Average knowledge of conventional and GPS survey principles and practices.
- Skill in effectively working with teams managing and leading staff, and delegating tasks and authority.
- Skill in analyzing and interpreting data to produce technical reports and recommendations on a wide variety of engineering issues.
- Skill in assessing and prioritizing multiple tasks, projects, and demands.
- Skill in evaluating the work of contractors and consultants for compliance with project plans, specifications and applicable laws, ordinances and policies.
- Skill in reading and evaluating technical drawings and schematics.
- Skill in establishing and maintaining cooperative working relationships with co-workers, contractors, representatives from communities and local and Federal agencies.
- Skill to develop written specifications, scopes of work and requests for proposals for engineering services.
- Skill in operating a personal computer and utilizing a variety of software applications.
- Skill in oral and written communication.
- Ability to analyze situations accurately and make independent engineering judgments to provide information, take effective action, and resolve physical plant problems and construction support issues.
- Ability to establish and maintain effective working relationships with associates, subordinates, consultants, contractors, and local authorities in order to facilitate good relations between GWA and outside entities.
- Ability to effectively communicate (orally and in writing) technical subject matter to technical and non-technical audiences.
- Ability to train others in the design and preparation of drawings, specifications, estimates, construction inspections, and field surveys used in the course of design and construction work.

Synopsis of disciplines:

Civil – that branch of professional engineering which embraces studies and activities in connection with research, design, and construction of fixed works for irrigation, drainage, waterpower, water supply and treatment, flood control, inland waterways, harbors, municipal improvements, railroads, highways, tunnels, airports and airways, sewerage, refuse disposal, foundations, structures, or bridges.

Environmental – Identifies and assesses environmental problems and develops solutions using principles of biology and chemistry.

Mechanical – that branch of professional engineering which deals with engineering problems relating to generation, transmission and utilization of energy in the thermal or mechanical form, and also with mechanical processes, heating, air conditioning, refrigeration and plumbing; it is concerned with the research, design, production, operational, organizational and economic aspects of these studies and activities.

Electrical – that branch of professional engineering which embraces studies and activities relating to generation, transmission and utilization of electrical energy and to telecommunications systems and facilities, including the design of electrical, electronic and magnetic circuits and components, and the technical control of their operation and of the design of electrical and telecommunications gear; it is concerned with the research, organizational and economic aspects of these studies and activities.

Candidates from each discipline must demonstrate the ability to apply knowledge of mathematics, science, and engineering; design and conduct experiments and analyze and interpret data; design systems, components, or processes to meet desired needs; identify, formulate and solve engineering problems. Must have the ability to recognize the need for life-long learning and pursue it to remain current. Must be able to use the techniques, skills, and modern engineering tools necessary for engineering practice.

ADDITIONAL REQUIREMENTS: Depending on the needs of the organization, some incumbents in this job class may be required to obtain additional certifications or training in one or more specialty areas. A Guam driver's license with a clean driving record is required.

MINIMUM PHYSICAL REQUIREMENTS: The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Maybe required to lift approximately 50 pounds. Maybe exposed to infectious diseases and hazardous working environments with heavy machinery and extreme weather conditions.

PROHIBITION: Pursuant to Public Law No. 28-98: "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam".

WORK ELIGIBILITY

Public Law 99-603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility. Any one or combinations of the following documents may be required.

- *Certified Birth Certificate
- *U.S. Passport
- *Naturalization Card
- *Green Card
- *Government of Guam I.D. Card
- *Original Social Security Card
- *Other proof of work eligibility

QUALIFICATIONS REQUIRED: Pursuant to Public Law 26-87, all future employees of any position within the Government of Guam will be required at minimum to possessed one of the following:

- A) High School Diploma
- B) A successful completion of General Education Development (GED) Test; or
- C) Any equivalent of high school program, or a successful completion of certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

EDUCATION:

Applicants claiming degrees or credit hours are required to provide a copy of their college transcript.

PRE-EMPLOYMENT MEDICAL EXAMINATION:

All applicants accepting initial employment with the Government of Guam must take and pass a pre-entry Physical Examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. Situations in which applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualifications.

PREFERENCE POINTS:

Veterans Preference: Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military Discharge form). Those claiming Veteran's Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

Disability Preference: Applicants claiming disability preference must obtain a form from this office and submit it with the required certification signatures.

DOCUMENTATION REQUIRED:

All applicants accepting employment with Guam Waterworks Authority must submit a police clearance and court clearance as a condition of employment.

HOW AND WHERE TO APPLY:

Applicants must submit an Application for Employment form to the Human Resources Division-Personnel Services Section, 578 N Marine Corps Drive, Upper Tumon (1st Floor Main Office) by closing date. For more information call the Personnel Office at 647-7855/59 or 647-7602. Our Web site is www.guamwaterworks.org to view the job announcement and to download the employment application.



LOLA-ELAINE W. CRUZ
PERSONNEL SERVICES ADMINISTRATOR

WE ARE AN EQUAL OPPORTUNITY EMPLOYER