



GUAM WATERWORKS AUTHORITY

PERSONNEL SERVICES DIVISION

578 North Marine Corp Drive

Tumon, Guam 96931

Phone: (671) 647-7855/1340 Fax: (671) 649-0369

JOB ANNOUNCEMENT (Open Competitive)

Guam Waterworks Authority is accepting applications to establish a list:

Position Title: PLANT ELECTRICAL INSTRUMENT SUPERINTENDENT 5247- Tech Electrician/M&O	Announcement Number: EOE-032-2010
Pay Grade/Step: OPEN: M5A \$62,143.00 – M8A \$70,024.00 PER ANNUM	Open Date: August 06, 2010 Closing Date: September 17, 2010

MINIMUM QUALIFICATIONS:

- a) Associates Degree of Science, applied electrical, electronics, instrumentation technology, AND five (5) years of Electrical-electronic repair, maintenance and installation experience with one year of supervisory experience; **OR**
- b) Completion of a four year approved vocational technical training program (apprenticeship) in electrical-electronic repair, installation and maintenance AND three (3) years of electrical-electronic repair, maintenance and installation experience with one year of supervisory experience; **OR**
- c) Seven (7) years of electrical-electronic repair, maintenance and installation experience with one year of supervisory experience

NATURE OF WORK IN THIS CLASS:

Administers programs and activities in the repair and maintenance of the Guam Waterworks Authority's plant facilities, electronic equipment and other related electrical systems

Provides management and supervision in directing and coordinating the installation, maintenance and repair by electrician leaders, electrical and instrument journeymen, apprentices, technicians and trades helpers assigned to the Electrical Section of the Maintenance and Operations department AND provides detail diagnostic, techniques, and troubleshooting knowledge and skills in the occupational areas

NECESSARY SPECIAL QUALIFICATIONS:

- Possess a valid Guam driver's License
- Must be fluent in Computerized Maintenance Management System (CMMS) work generation and reporting

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed)

- Makes decisions regarding hiring, evaluation, promotions and termination of employees, or makes related recommendations that are given particular weight
- Schedules, assigns, plan and monitor the work of the electrical shop personnel performing a variety of electrical and instrument projects
- Plans and develops work schedules, equipment usage schedules, priority of electrical expenditures and procedures for equipment and instrument maintenance
- Reviews plans for future systems upgrade and installation to insure compatibility with existing electrical codes and maintenance standards
- Prepare material, labor estimates and monitors the acquisition and use of materials
- Maintains time, payroll, work order, material, equipment and other electrical shop records and submits reports
- Trains or informs employees of new work methods or procedures, changes in safety regulations, work policies and electrical codes and standards
- Ensures budgeting guidelines are met; prioritizes shop expenditures to stay within budget and assists in preparation of capital and operating budgets
- Review and enforce safety regulations and adherence to proper codes, conduct and standards
- Assist engineers in design requirements

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Demonstrated knowledge of standard principles, methods, practice, technique, tools and test equipment used in the installation, maintenance, calibration and repair of electrical, mechanical, electro-mechanical, pneumatic, hydraulic and electronic instruments, equipment and systems synonymous with equipment, instruments and devices of a water and wastewater utility system
- Demonstrate detail work knowledge in interpretation of electrical diagrams, wiring diagrams, electrical schematics and electronic schematics
- Demonstrated detailed knowledge and comprehensive understanding of Piping, Instrumentation Diagrams (PID) and demonstrate identification of symbols specific to hydraulic and instrumentation devices and equipment
- Demonstrated skills and knowledge in the installation, repair and maintenance of all types of electrical and electronic devices, equipment and systems
- Demonstrated knowledge and application of the National Electric Code (NEC)
- Knowledge of the tools, equipment and materials common to the electrical and electronic trade
- Knowledge of supervisory and personnel principles, practices and techniques
- Knowledge of electrical applications of low, medium and high voltage electrical systems
- Ability to effectively communicate both verbally and in writing via documents and reports

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 ID 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 possess 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 interested in seeking employment with Guam Waterworks Authority must submit a police and court clearance, both of no more than three (3) months old.

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 647-7855/1340 or visit our website at www.guamwaterworks.org to view the job announcement and to download the employment application.


JOHN M. BENAVENTE, PE
GENERAL MANAGER, INTERIM