



**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: <b>SOURCE CONTROL MANAGER</b> 5310- Ground/Production-Treatment	Announcement Number:  EOE-033-2010
Pay Grade/Step: OPEN: M5B \$62,765.00 - M8B \$70,725.00 PER ANNUM	Open Date: August 06, 2010 Closing Date: September 17, 2010

### **MINIMUM QUALIFICATIONS:**

Associates Degree and five (5) years of developing and implementing industrial pretreatment programs; up to three (3) years experience in wastewater treatment operations may be exchanged for direct pretreatment experience

### **NATURE OF WORK IN THIS CLASS:**

Under the direction of the Wastewater Operations Manager, will perform a variety of managerial administrative and technical work in the development and implementation of the Guam Waterworks Authority's (GWA) source control and pretreatment inspection programs including but not limited to the inspection and monitoring of residential, industrial and commercial facilities to ensure permit compliance with federal and Guam mandates regarding pretreatment, storm water discharge, and pollution prevention requirements; maintains a variety of records, files, and related documents; and provides supervision and training to wastewater staff

### **NECESSARY SPECIAL QUALIFICATIONS:**

- Possess a valid Guam driver's License
- Wastewater Treatment Operations or Collection System Operator Certification Level III in accordance with the Guam Environmental Protection Agency (EPA) geographic requirement

### **PREFERENCE:**

Preference will be given to applicants possessing a Pretreatment Inspection Certification and previous direct responsibility for implementing Industrial Pretreatment

**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)

- Management of the Guam Waterworks Authority Pretreatment program including but not limited to the issuance and tracking of all industrial discharge permits
- Inspects permitted discharges for compliance with GWA Pretreatment requirements and issues Notice of Violations (NOV) with oversight by the Wastewater Operations Manager or delegate
- Ensures compliance with Notice of Violation (NOV) schedules are met
- Acts as Guam Waterworks Authority liaison with all commercial discharger and provides technical support as needed to achieve discharge compliance
- Serves as GWA liaison with United States Environmental Protection Agency (USEPA) and Guam Environmental Protection Agency (GEPA) in matters of Pretreatment and Source Control
- Ensures grease traps and collector systems are code compliant and meet collection system discharge standards
- Provides Public Outreach Training and Public Service Announcements related to Pretreatment issues and performance goals
- Provides input to annual budgetary requirements associated with Pretreatment Inspection and Source Control
- Investigates complaints related to Source Control or Pretreatment issues
- Prepares Guam Waterworks Authority's code revisions pertaining to Pretreatment and Source Control
- Analyses sampling data for compliance with Pretreatment requirements and other reports for the management of Pretreatment data collection

- Works with Guam Waterworks Authority Engineering to ensure adequate design review of new construction plans and drawings related to pretreatment requirements
- Collect wastewater samples at business and industry discharge sites to ensure compliance with Federal and Guam regulations
- Oversee smoke testing, dye testing and procedures to detect storm water inflows to the Guam Waterworks Authority sewerage system;
- Meets with business or industrial representatives to discuss compliance findings and recommend improvements to meet non compliant discharge
- Inspects Septic Waste Haulers for compliance with treatment plant influent standards
- Meet with laboratory staff to insure the chain of custody and collection of quality samples in order to use as evidence in a court-of-law
- Operate and maintain composite sample machines and safety equipment required for Pretreatment inspection
- Prepare investigative reports
- Maintain daily logs of inspections and findings

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

- Understands provisions of Clean Water Act relevant to development and implementation of an effective Pretreatment program
- Knowledge of Standard Methods Laboratory Analysis relevant to pretreatment inspection
- Understands wastewater treatment processes and impact of Industrial/Commercial discharges on NPDES compliance
- Knowledge of Application of good data collection and record keeping skills
- Clear, concise oral and written communication to prepare technical reports and maintain records, present evidence and testify in court hearings
- Strong public speaking skills
- Ability to bring diverse stakeholders (e.g. US Environmental Protection Agency, Guam Environmental Protection Agency, local business leaders, public, Guam Waterworks Authority management, Dept. of Health, etc.) together in order to develop and implement effective Pretreatment for GWA
- Demonstrated computer skill sets in Word, Excel and Access databases
- Demonstrated understanding of federal and GWA pretreatment rules and regulations

**OTHER JOB CHARACTERISTICS:**

- Exposure to moving machinery and equipment, high voltage, confined spaces, hazardous chemicals, fumes, air and water borne pathogens, unpleasant odors and materials common to the treatment of industrial waste and wastewater
- Exposure to open air weather conditions, climbing ladders, lifting and moving equipment (up to 50lbs dead lift weight) animals and reptiles that frequent wastewater distribution and treatment facilities
- Occasional work in traffic congested areas. Inspection of potential pretreatment violations during off shift hours (as necessary to ensure compliance with discharge standards)

**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](http://www.guamwaterworks.org) to view the job announcement and to download the employment application.

JOHN M. BENAVENTE, PE  
GENERAL MANAGER, INTERIM