



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: WASTEWATER COLLECTION SUPERINTENDENT 5310- Ground/Production-Treatment	Announcement Number: EOE-034-2010
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:

- A) Six (6) years of specialized experience in the operation and maintenance of wastewater collection, gravity and overall disposal system, plus five (5) years of progressive skilled level; three (3) years of managerial and administrative work, and graduation from high school; **OR**
- B) Any equivalent combination of education, training, and experience that meets the minimum knowledge, skills, and abilities

NATURE OF WORK IN THIS CLASS:

Performs administrative, operational, and technical duties ensuring that the Collection System facilities function properly to protect public and environmental health and safety. Responsible for managing the Island-wide wastewater pump stations and collection system infrastructure. Responsible for the supervision of subordinate personnel in a manner needed to protect public health, minimize environmental impacts from Sanitary Sewer Overflows (SSO) and operate the utility in a safe and cost effective manner.

NECESSARY SPECIAL QUALIFICATIONS:

Certification in either Wastewater Treatment Operations or Collection System Operator Certification Level III in accordance with the Guam Environmental Protection Agency (EPA) geographic location requirement

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-** Reviews work crews schedules; analyzes and evaluates operations and the gravity line system to ensure operating efficiencies and needs are met; ensures assignments are disseminated and completed accurately and promptly; ensure subordinates are kept abreast and comply with departmental policies, rules, and procedures; attends meetings with management, other government and federal agencies and personnel; participates in the coordination of long and short range planning of the system to include budget projections, needs and system expansion as required by community growth and demand
- Ensure orderly work schedules are prepared and maintained for collection system personnel
- Provide leadership in the implementation and maintenance of departmental policies; rules and procedures
- Prepares annual operational budgets
- Manages collection system operations with assigned budgets
- Meets divisional safety goals and provides leadership in establishing improved safety work practices
- Ensures divisional safety policies and procedures are implemented and obeyed
- Establishes short and long term divisional goals and objectives
- Serves as a focal point between senior management and line operations
- Oversees the conduct of all personnel reporting to the Collection System team
- Provides direction to Collection System line supervisors
- Establishes collection system Standard Operating Procedures and ensures timely implementation
- Leads special work teams
- Writes reports and manages daily work data for submission to management

- Provides discipline to Collection System Personnel as required meeting collection system operational standards, GWA policies, and all related mandates
- Develops and Implements cost cutting practices within the Collection System areas of responsibility
- Validates work orders and reviews divisional procurement requests
- Manages divisional overtime utilization
- Mentors supervisors and staff in new ways of performing collection system work
- Conducts safety and operational meeting to discuss emerging divisional issues
- Resolves customer and community issues
- Serves as the GWA representative in meetings with external customers such as individual consumers, village mayors, hotel managers, professional associations, and other government agencies both locally and federal
- **General Administrative-** reviews, prepares and approves all incident reports, and other administrative correspondence used in daily operations (work orders, time sheets, memos, reports, etc.)
- Performs routine inspections of pump stations and collection system operation to ensure compliance with GWA requirements and policies
- Provides interface with GWA Engineering, Customer Service and Human Resources departments
- Resolves technical issues with pump station and collection system operation
- Supervises special projects as assigned
- Performs all other duties as assigned by the Operations Manager
- **Troubleshooting-** Read, interpret and work directly from

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of standard principles, methods, practice, technique, tools and equipment used in the installation, maintenance, and repair of pumping station facilities such as electrical, mechanical, hydraulic and electronic instruments, equipment and systems synonymous with equipment, instruments and devices of a wastewater utility system
- Understands the pump station and collection system operation
- Knowledgeable and understands the preventive maintenance requirements for pump stations, collection system operations and related equipment, instruments, and systems
- Understands instrumentation concepts, electrical systems, hydraulic and pump operation
- Knowledgeable of the National Pollutant Elimination System Permit Requirements (NPDES)
- Knowledge of the tools, equipment and materials common to the wastewater collection system occupational trade
- Leadership in developing and maintaining the highest standards for collection system personnel
- Effective communication skills both in writing and oral

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

"WE ARE AN EQUAL OPPORTUNITY EMPLOYER"