



## GUAM WATERWORKS AUTHORITY

*Aturidat Kinlantan 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: <b>ASSOCIATE ENGINEER</b>	Announcement Number: <b>EOE 030-2008</b>
SALARY: MINIMUM: K4A \$45,951.00 Per Annum MAXIMUM: K7C \$52,820.00 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, or graduation from a recognized college or university with a Bachelor's degree in the field of engineering and a FE/EIT or PE license from Guam or one of the 50 states; **AND** TWO (2) years of related experience.

This job description may apply to any of the following four (4) engineering disciplines: Civil, Environmental, Mechanical, or Electrical.

**JOB DEFINITION:** Under general direction of a senior engineer supervisor, the incumbent provides routine planning, design, construction, inspection, and administrative services for GWA utility construction and maintenance projects. This job description may apply to any of the following four (4) engineering disciplines: Civil, Environmental, Mechanical, or Electrical.

**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:

Provide minor design and inspection for routine projects to construct, enlarge, and modify water and wastewater facilities. Oversee and reports on project activities. Aid in the preparation of project plan sets and design sheets.

Work with project managers to scope projects; collaborate with specialists and other engineers as a team member in plan preparation. Review designs and specifications submitted by AE's, vendors and contractors and make recommendations to the project manager.

Design project components under the direction of a registered engineer. Complete necessary calculations as directed.

Provide technical support to facilitate construction. Monitor quality control for assigned projects. Draft field design changes.

Conduct site investigations to assess system deficiencies and/or site conditions; collect, reduce, compile and analyze field and test data; develop scope of work for performance improvement projects.

Oversee and participate in survey work.

Prepare project cost estimates for project manager. Research technical specifications for material and equipment purchases. Participate in bidding and contract activities.

Assist in identifying and applying for infrastructure grants. Report project finances in computer database.

Write engineering memorandums and reports. Ensure maintenance of GWA records.

Perform other duties as assigned or required.

#### KNOWLEDGE, SKILL and ABILITY:

- Basic knowledge of principles and practices of engineering design and construction.
- Basic knowledge of USEPA and GEPA Drinking Water Regulations, the NPDES permit program, rules, regulations, ordinances, codes administrative orders and other operational guidelines and directives.
- Basic knowledge of the principles and practices of engineering project management and construction safety.
- Skill in analyzing system issues and preparing recommendations based on findings.
- 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, and representatives from village communities and local and Federal agencies.
- Skill in analyzing and interpreting data to produce technical reports and recommendations on a wide variety of engineering issues.
- Skill in operating a personal computer and utilizing a variety of software applications.
- Skill in oral and written communication.

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 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 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 (1<sup>st</sup> 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](http://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**