



**GUAM WATERWORKS AUTHORITY**

***HUMAN RESOURCES DIVISION***

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**NOTICE**

**Guam Waterworks Authority  
Creation of Positions**

The Guam Waterworks Authority has the following petition posted on its website.

CREATION OF POSITIONS AND TO INCLUDE TO THE CTP (Certified, Technical and Professional) LISTING OF THE FOLLOWING POSITIONS:

**Plant Electrical Instrument Superintendent**

**Source Control Manager**

**Wastewater Collection Superintendent**

**and to amend its Engineering Classification Series relevant years of experience(s).**

These announcements are in compliance with Public Law #28-112 governing transparency and disclosure. The petitions required by 4 GCA §§6205 and 6303 are public documents for the purposes of 5 GCA, Ch. 10, Art 1. (The Sunshine Law).



# GUAM WATERWORKS AUTHORITY

## I. REQUEST

To create the Plant Electrical Instrument Superintendent position, to amend the Engineering Classification Standards, to create the Source Control Manager and to create the Wastewater Collection Superintendent positions.

- 1) The **Plant Electrical Instrument Superintendent** provides program administration 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 detailed diagnostic, techniques, and troubleshooting knowledge and skills in the occupational areas for the Maintenance and Operations Division.
- 2) The **Engineering Classification Series** is amended to align the relevant years of experience with Guam Power Authority's engineering positions.
- 3) The **Source Control Manager** position performs a variety of managerial administrative and technical work in developing and implementing Guam Waterworks Authority's 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;
- 4) The **Wastewater Collection Superintendent** position performs administrative, operational, and technical duties ensuring that Collection System facilities function properly to protect public and environmental health and safety. This includes personnel and operations of island wide pumping facilities, gravity lines and auxiliary equipment.

## II. AUTHORITY

- a. 12 G.C.A. Chapter 14
- b. PL 28-159
- c. 4 G.C.A. Section 6303

## III. METHODOLOGY

Historically, Guam Waterworks Authority has been without a Plant Electrical Instrument Superintendent, and recognizes that in order to rectify this and achieve optimal production, the Assistant General Manager for Maintenance and Operations concurs with the creation of the Plant Electrical Instrument Superintendent position.

The Chief Engineer has reviewed the Guam Power Authority's engineering class series and has opted to amend the Guam Waterworks Authority's engineering class series in order to align the relevant years of experience with that of GPA's engineering classification series.

The Performance Management Consultant (Veolia Water) has requested to create the Source Control Manager position in order to monitor and control dumping activities consisting of grease, oil, and fats entering the wastewater collection system. In addition, the Wastewater Collection Superintendent position is hereby established for Veolia Water to manage and maintain the wastewater collection, gravity and disposal system island wide.

## IV CLASSIFICATION REVIEW

The three newly created positions and the amended classification series are under the purview of the Assistant General Manager of Maintenance and Operations, the Chief Engineer, and the Performance Management Consultant for Wastewater respectively.

The minimum qualification requirements are as follows:

Position	Minimum Qualification
<p>1) Plant Electrical Instrument Superintendent</p>	<p>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; <b>OR</b></p> <p>B) Completion of a four year approved vocational technical training program (apprenticeship) in electrical or electronic repair, installation and maintenance AND three (3) years of electrical-electronic repair, maintenance and installation experience with one year of supervisory experience; <b>OR</b></p> <p>C) Seven (7) years of electrical-electronic repair, maintenance and installation experience with one year of supervisory experience.</p>
<p>2) Engineering Class Series:</p> <ul style="list-style-type: none"> <li>a. Chief Engineer, PE</li> <li>b. Assistant Chief Engineer, PE</li> <li>c. Senior Engineer Supervisor, PE</li> <li>d. Senior Engineer, PE</li> <li>e. Associate Engineer</li> <li>f. Junior Engineer</li> </ul>	<ul style="list-style-type: none"> <li>a. Chief Engineer – from 8 to 10 years water and wastewater utility experience; from 14 to 10 years of professional engineering experience; delete 8 years as PE and 6 years supervisory experience, which are replaced with PE CE/ME/EE</li> <li>b. Asst Chief Engineer – from 8 to 6 years utility experience; delete 12 years engineering experience, 6 years as PE, and 4 years supervisory experience (replaced by PE CE/ME/EE).</li> <li>c. Senior Engineer Supervisor – from 6 to 4 years utility experience; delete 10 years engineering experience, 4 years as PE, and 2 years supervisory experience (replaced by PE).</li> <li>d. Senior Engineer - from 4 to 2 years engineering experience; or PE, or FE/EIT and 3 years engineering experience; (delete 6 years engineering experience)</li> <li>e. Associate Engineer – Replaces BSCE/ME/EE , FE/EIT with PE, OR BS Engineering, OR FE/EIT and 2 years engineering experience</li> <li>f. Junior Engineer – Replaces BSCE/ME/EE with PE OR BS Engineering OR FE/EIT OR AA Engineering and 2 years experience</li> </ul>

<p>3) Wastewater Collection Superintendent</p>	<p>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, and three (3) years of managerial and administrative work, and graduation from high school, OR</p> <p>B) Any equivalent combination of education, training, and experience that meets the minimum knowledge, skills, and abilities.</p> <p style="text-align: center;"><b>NECESSARY SPECIAL QUALIFICATIONS:</b></p> <p><u>Licenses and Certificates:</u></p> <ul style="list-style-type: none"> <li>- Current Guam Driver's License.</li> <li>- Certification in Wastewater Collection Level III in accordance with the Guam Environmental Protection Agency's geographic location's level requirement</li> </ul>
<p>4) Source Control Manager</p>	<p><u>Education and Experience:</u> Associate degree and five (5) years of developing and implementing industrial pretreatment programs.</p> <p style="text-align: center;"><b><u>NECESSARY SPECIAL QUALIFICATIONS</u></b></p> <p><u>Licenses and Certificates:</u></p> <ul style="list-style-type: none"> <li>- Current Guam Driver's License.</li> <li>- Certification as a Wastewater Treatment Operator or Wastewater Collection System Operator Level III in accordance with the Guam Environmental Protection Agency's geographic location's level requirement.</li> </ul> <p><u>Preferred Qualifications:</u> Preference will be given to applicants possessing a <i>Pretreatment Inspection Certification</i> and previous direct responsibility for implementing industrial Pretreatment.</p>

The proposed minimum and maximum range of compensation at the **15<sup>th</sup> Market Percentile:**

Position	MINIMUM				MAXIMUM			
	BaseSalary	Grade	Step	SubStep	BaseSalary	Grade	Step	SubStep
1) Plant Electrical Instrument Superintendent	\$62,143	M	5	A	\$70,024	M	8	A
2) Engineering Class Series:	BaseSalary	Grade	Step	SubStep	BaseSalary	Grade	Step	SubStep
a. Chief Engineer, PE	\$91,156	P	4	D	\$102,717	P	7	D
b. Assistant Chief Engineer, PE	\$78,386	O	4	B	\$88,327	O	7	B


<b>c. Senior Engineer Supervisor, PE</b>	\$72,267	N	5	C	\$81,432	N	8	C
<b>d. Senior Engineer, PE</b>	\$58,444	L	6	D	\$65,856	L	9	D
<b>e. Associate Engineer</b>	\$50,759	K	6	C	\$57,196	K	9	C
<b>f. Junior Engineer</b>	\$46,411	J	4	B	\$52,297	J	7	B
3) Wastewater Collection Superintendent	BaseSalary \$62,765	Grade M	Step 5	SubStep B	BaseSalary \$70,725	Grade M	Step 8	SubStep B
4) Source Control Manager	BaseSalary \$62,765	Grade M	Step 5	SubStep B	BaseSalary \$70,725	Grade M	Step 8	SubStep B

#### IV. FINDING AND RECOMMENDATION

By creating these new positions and amending the engineering classification standards, the span of control, vision, and leadership would improve under each division manager respectively. The responsiveness, the strategic initiatives, and priorities in sharing the General Manager's vision for the Authority would enhance its forward movement. And it would greatly contribute to the utility's efforts of the military buildup.


As such the following is recommended for CCU approval:

- a. To create the Plant Electrician Instrumentation Superintendent position in the classified service;
- b. To amend the GWA Engineering Classification Standards in the classified service relevant to years of experience;
- c. To create the Wastewater Collection Superintendent position in the classified service;
- d. To create the Source Control Manager position in the classified service;
- e. To compensate those positions as shown at the 15<sup>th</sup> Market Percentile Table, MIN / MAX salaries;
- f. To adopt the Market Percentiles table as illustrated in the Exhibits; and
- g. To add these new positions to List B, Certified, Technical, and Professional positions.

For:   
 Jesse C. Lujan, Asst. General Manager  
 Maintenance & Operations

  
 Martin Roush, Chief Engineer

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 Mark Miller, Asst. General Manager  
 Special Projects (for Veolia Water)

  
 Lola-Elaine W. Cruz, Personnel Services  
 Administrator

  
 JOHN M. BENAVENTE, PE  
 INTERIM GENERAL MANAGER

<b>Title</b>	<b>GWA Proposed</b>	<b>GPA</b>	<b>GWA Existing</b>
*GWA Chief Engineer  GPA Manager of Engineering	BS Engineering 10 years water and wastewater utility experience 10 years of professional engineering expericne PE CE/ME/EE  GU PE w/in 1 year	BS Engineering 10 years utility experience PE	BS CE/ME/EE 8 yrs utility experience 14 yrs engineering experience 8 yrs as PE 6 yrs Supervisor experience GU PE w/in 1 year
GWA Assistant Chief  GPA Asst. Manager of Engineering	BS Engineering 6 years utility experience PE CE/ME/EE GU PE w/in 1 year.	BS Engineering 6 years utility experience PE	BS CE/ME/EE 8 yrs utility experience 12 yrs engineering experience 6 yrs as PE 4 yrs Supervisor experience GU PE w/in 1 year.
GWA Senior Engineer Supervisor	BS Engineering 4 years utility experience PE, GU PE w/in 1 year	N/A	BS CE/ME/EE 6 yrs utility experience 10 yrs engineering experience 4 yrs as PE 2 yrs Supervisor experience GU PE w/in 1 year
* GWA Senior Engineer  GPA Engineer III	BS Engineering 2 yrs engineering experience [OR] PE [OR] FE/EIT & 3 yrs engineering experience	PE [OR] BS Engineering AND 1 yrs engineering experience [OR] EIT & 3 yrs engineering experience [OR]	BS CE/ME/EE 4 yrs utility experience 6 yrs engineering experience PE GU PE w/in 1 year
GWA Associate Engineer  GPA Engineer II	PE [OR] BS Engineering [OR] FE/EIT & 2 yrs engineering experience	PE [OR] BS Engineering [OR] EIT & 2 yrs engineering experience [OR]	BSCE/ME/EE FE/EIT
GWA Junior Engineer  GPA Engineer I	PE [OR] BS Engineering [OR] FE/EIT [OR] AA Engineering 2 year experience	PE [OR] BS Engineering [OR] EIT [OR] AA Engineering 1 year experience	BSCE/ME/EE
Engineering Aid			N/A



# GUAM WATERWORKS AUTHORITY

## Position Classification Standard

PLANT ELECTRICAL INSTRUMENT SUPERINTENDENT	
	Job Code: 0000
Department: Maintenance and Operations	Approved Date: xx/xx/xx
FLSA [ X ] Exempt [ ] Non-Exempt	Last Updated: xx/xx/xx

### **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.

**ILLUSTRATIVE EXAMPLES OF WORK:** (The illustrative examples of work are a general description of the function which may be performed in this job class, which does not prevent management from assigning specific duties not listed herein if such duties are logical to the position.)

- Makes decision 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.

**PLANT ELECTRICAL INSTRUMENT SUPERINTENDENT (page 2)**

**KNOWLEDGE, ABILITY 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, practice 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

**MINIMUM EDUCATION AND TRAINING**

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 or electronic repair, installation and maintenance AND three (3) years of electrical-electronic repair, maintenance and installation experience with one year of supervisory experience; **OR**

D) Seven (7) years of electrical-electronic repair, maintenance and installation experience with one year of supervisory experience.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possess a valid Guam Driver's License

Must be fluent in CMMS work generation and reporting

Established: July 2010

  
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JOHN M. BENAVENTE, PE  
INTERIM GENERAL MANAGER



# GUAM WATERWORKS AUTHORITY

## Position Classification Standard

<b>SOURCE CONTROL MANAGER</b>	
	<b>Job Code: 0000</b>
<b>Department: Wastewater</b>	<b>Approved Date: xx/xx/xx</b>
<b>FLSA <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt</b>	<b>Last Updated: xx/xx/xx</b>

**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 GWA's 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.

**ESSENTIAL FUNCTIONS & REPRESENTATIVE DUTIES:** (The illustrative examples of work are a general description of the function which may be performed in this job class, which does not prevent management from assigning specific duties not listed herein if such duties are logical to the position.)

- 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 USEPA and Guam Environmental Protection Agency 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.

## Page 2: Source Control Manager

- 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.

### **KNOWLEDGE, SKILL and ABILITY**

- 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. USEPA, GEPA, local business leaders, public, GWA 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 50 lbs 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).

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Associate's 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.

**NECESSARY SPECIAL QUALIFICATIONS**

**Licenses and Certificates:**

- 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.

Established: July, 2010



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JOHN BENAVENTE, PE  
INTERIM GENERAL MANAGER



# GUAM WATERWORKS AUTHORITY

## Position Classification Standard

<b>WASTEWATER COLLECTION SUPERINTENDENT</b>	
	<b>Job Code: 0000</b>
<b>Department: Wastewater</b>	<b>Approved Date: xx/xx/xx</b>
<b>FLSA [ X ] Exempt [ ] Non-Exempt</b>	<b>Last Updated: xx/xx/xx</b>

### **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.

### **WORK DUTIES:**

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 within 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.

## Page 2 **Wastewater Collection Superintendent**

- ✓ 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

### **KNOWLEDGE, ABILITY 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 Discharge Elimination System Permit Requirements (NPDES)
- Knowledgeable 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

### **MINIMUM EDUCATION AND TRAINING**

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.

### **NECESSARY SPECIAL QUALIFICATION**

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

Established: July, 2010



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JOHN BENAVENTE, PE  
INTERIM GENERAL MANAGER

**Market Salary Newly Created Positions**

Utility	Position	JE Points	Percentiles																										
			5th	10th	15th	20th	25th	30th	35th	40th	45th	50th	55th	60th	65th	70th	75th	80th	85th	90th	95th								
GWA	Plant Electrical Instrument Superd	965	65,295	70,783	73,271	75,759	78,247	80,848	83,449	86,050	88,651	91,252	93,827	96,002	98,377	100,752	103,127	105,615	108,103	110,591	113,079								
GWA	Wastewater Source Control Manager	980	68,363	70,804	73,244	75,685	78,126	80,256	82,386	84,516	86,646	88,776	91,528	94,279	97,031	99,782	102,534	104,975	107,416	109,856	112,297								
GWA	Wastewater Collection Superintendent	980	68,363	70,804	73,244	75,685	78,126	80,256	82,386	84,516	86,646	88,776	91,528	94,279	97,031	99,782	102,534	104,975	107,416	109,856	112,297								
GWA	Chief Engineer	1232	97,444	101,136	104,828	108,520	112,211	115,244	118,276	121,308	124,341	127,373	131,724	136,075	140,427	144,778	149,129	152,821	156,513	160,204	163,996								
GWA	Assistant Chief Engineer	1109	85,331	89,114	92,897	96,680	100,463	103,823	107,183	110,543	113,903	117,263	121,469	125,675	129,881	134,087	138,293	142,076	145,859	149,642	153,425								
GWA	Senior Engineer Supervisor	1044	79,221	82,525	85,829	89,133	92,437	95,645	98,853	102,060	105,268	108,476	111,876	115,277	118,677	122,078	125,478	128,782	132,086	135,390	138,694								
GWA	Engineer III (Senior Engineer)	931	63,571	65,947	68,324	70,700	73,076	75,445	77,814	80,183	82,552	84,921	87,304	89,688	92,071	94,455	96,838	99,214	101,590	103,967	106,343								
GWA	Engineer II (Associate Engineer)	809	56,382	58,348	60,314	62,279	64,245	66,202	68,158	70,115	72,071	74,028	76,003	77,978	79,952	81,927	83,902	85,888	87,833	89,799	91,765								
GWA	Engineer I (Junior Engineer)	687	45,129	46,873	48,617	50,361	52,105	53,836	55,566	57,297	59,027	60,758	62,515	64,272	66,030	67,787	69,544	71,288	73,032	74,776	76,520								

**FIFTEENTH (15th) MARKET PERCENTILE - Newly Created Positions**

Position	JE Points	MIN					MAX				
		965	980	980	980	980	70,024	70,725	70,725	70,725	70,725
Plant Electrical Instrument Superintendent	965	62,143	M	M	5	A	70,024	M	M	8	A
Wastewater Collection Superintendent	980	62,785	M	M	5	B	70,725	M	M	8	B
Source Control Manager	980	62,765	M	M	5	B	70,725	M	M	8	B
CHIEF ENGINEER	1232	91,156	P	P	4	D	102,717	P	P	7	D
ASSISTANT CHIEF ENGINEER	1109	78,386	O	O	4	B	88,327	O	O	7	B
SENIOR ENGINEER SUPERVISOR, PE	1044	72,267	N	N	5	C	81,432	N	N	8	C
SENIOR ENGINEER, PE	931	56,444	L	L	6	D	65,856	L	L	9	D
ENGINEER II / ASSOCIATE ENGINEER	809	50,759	K	K	6	C	57,196	K	K	9	C
ENGINEER I / JUNIOR ENGINEER	687	40,711	J	J	4	B	45,874	J	J	7	B



# GUAM WATERWORKS AUTHORITY

## Position Classification Standard

CHIEF ENGINEER	
<b>Department: Engineering</b>	<b>Approved Date: xx/xx/xx</b>
<b>[ X ] Exempt [ ] Non-Exempt</b>	<b>Last Updated: 02/27/07</b>

**JOB DEFINITION:** Under administrative direction from the General Manager, the Chief Engineer manages a division of technical specialists providing permitting, planning, design, construction inspection, construction management, and operations support for GWA water and wastewater facilities.

**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:**

Manage GWA engineering department resources to carry out its duties, functions and responsibilities; motivate employees in accomplishing individual and divisional goals and in improving work procedures and work results. Manage and schedule professional and technical staff. Develop goals and priorities, and assigns tasks and projects. Counsel, train and coach assigned staff. Implement corrective actions and conducts performance evaluations. Provide leadership, direction and guidance for the engineering division.

Determine human resource requirements for the department; establish minimum job standards and qualifications; recruit and fill positions required to achieve the objectives of the department.

Assure efficient operation and sound fiscal practices required to meet department objectives through effective planning, staff management, budget management and resource allocation. Assure conformance with tactical goals and timelines.

Evaluate and analyze issues and recommend and implement solutions. Assure effective communication of issues and strategies among GWA management team members. Serve as liaison between GWA and various local, territorial government, and federal organizations and agencies. Assure the satisfaction of internal and external customers. Lead departmental and division quality improvement initiatives.

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. Advise the GM and CCU on technical and engineering issues.

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

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.

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.

Approve scopes of work and RFP packages developed by engineering staff. Evaluate proposals and coordinates selection of consultants. Manage Architectural and Engineering service contracts.

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.
- Average knowledge of GPS survey principles and practices.
- Skill in supervision and development of professional and technical staff.
- 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.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in engineering or equivalent from an Accreditation Board of Engineering and Technology (ABET) accredited university or college program, Masters in engineering or management degree preferred. AND Ten years of professional engineering experience in planning, design, construction, and operations of wastewater and water systems, with current registration as a professional engineer in the United States in electrical, mechanical, or civil; civil registration preferred and registration on Guam as a Professional Engineer is required within one year.

**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. May be required to lift approximately 50 pounds. May be exposed to infectious diseases and hazardous working environments with heavy machinery and extreme weather conditions.



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JOHN M. BENAVENTE, PE  
Interim General Manager



# GUAM WATERWORKS AUTHORITY

## Position Classification Standard

<b>ASSISTANT CHIEF ENGINEER</b>	
<b>Department: Engineering</b>	<b>Approved Date: xx/xx/xx</b>
<b>[ X ] Exempt [ ] Non-Exempt</b>	<b>Last Updated: 02/27/07</b>

**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 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 profession staff, the general public and government officials.

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

May prepare departmental 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.

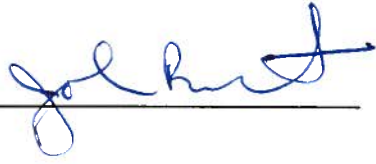
#### **KNOWLEDGE, SKILL and ABILITY:**

- 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.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in engineering or equivalent from an Accreditation Board of Engineering and Technology (ABET) accredited university or college program, Relevant MS degree may be substituted for one year of required experience, masters in engineering or management degree preferred. AND current registration as a professional engineer in electrical, mechanical, or civil, civil registration preferred, Registration on Guam as a Professional Engineer is required within one year. AND at least 6 years of progressive experience in a water and/or wastewater utility engineering work, municipal experience preferred.

**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. May be required to lift approximately 50 pounds. May be exposed to infectious diseases and hazardous working environments with heavy machinery and extreme weather conditions.

A handwritten signature in blue ink, appearing to read "John M. Benavente", is written over a horizontal line.

JOHN M. BENAVENTE, PE  
Interim General Manager



# GUAM WATERWORKS AUTHORITY

## Position Classification Standard

<b>SENIOR ENGINEER SUPERVISOR</b>	
<b>Department: Engineering</b>	<b>Approved Date: xx/xx/xx</b>
<b>[ X ] Exempt [ ] Non-Exempt</b>	<b>Last Updated: 02/27/07</b>

**JOB DEFINITION:** Under general supervision of the chief engineer, the incumbent 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, technicians and inspectors.

**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 management of all project and operation support activities (including planning, design, construction and operation) within assigned engineering section: water, wastewater, private developments (permits), or construction management. Supervise other engineers within section and technical staff as delegated by chief engineer to maintain a reasonable span of control. Oversee professional, technical and construction staff assigned to projects in section.

Plan and direct activities of technical staff engaged in preparing designs to construct, enlarge, and modify water and wastewater facilities. Ensure designs meet technical and program requirements. Coordinate construction projects with 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. Evaluate 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.

Estimate project cost and determine project budget. Coordinate funding with local and federal agencies. Assist in identifying and applying for infrastructure funding grants. Initiates and supervises bidding and contract activities. Manage project finances in computer databases.

Ensure compliance with all local and federal rules, regulations and permit requirements. Assesses and determines system deficiencies and project needs; develop scope of construction projects. Investigates sites, analyzes samples and oversees professional, technical and construction staff.

Provide 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.

Evaluate and approve building permits and tapping requests. Review plans and specification submitted for private developments to ensure compliance with GWA standards and that negative impact on existing infrastructure is avoided. Recommend mitigation measures as required.

Recommend revisions to standard operating procedures, design and construction standards as required to maintain and/or improve work results of the division. Implement the same.

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

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.
- 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 water and wastewater system hydraulics.
- Average knowledge of conventional and GPS survey principles and practices.
- Skill in effectively working with teams and 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.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in engineering or equivalent from an Accreditation Board of Engineering and Technology (ABET) accredited university or college program, Relevant MS degree may be substituted for one year of required experience. AND current registration as a professional engineer, registration on Guam as a Professional Engineer is required within one year. AND at least 4 years of progressive experience in a water and/or wastewater utility engineering work, municipal experience preferred.

**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. Incumbent may be required to lift

approximately 50 pounds; may be exposed to infectious diseases and hazardous working environments with heavy machinery and extreme weather conditions.

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**JOHN M. BENAVENTE, PE**  
Interim General Manager



# GUAM WATERWORKS AUTHORITY

## Position Classification Standard

<b>SENIOR ENGINEER</b>	
<b>Department: Engineering</b>	<b>Approved Date: xx/xx/xx</b>
<b>[ X ] Exempt [ ] Non-Exempt</b>	<b>Last Updated: 02/27/07</b>

**JOB DEFINITION:** Under general supervision from a senior engineer supervisor, provides routine and complex 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.

**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:**

Plan and direct activities of technical staff engaged in preparing designs to construct, enlarge, and modify water and wastewater facilities. Ensure designs meet technical and program requirements. Coordinate construction projects with 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; **review** studies and final drawings as required.

Manage Architectural and Engineering service contracts. Develop scopes of work and RFP packages. Evaluate 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. Recommends approval of field design changes. Initiates and supervises intermittent and final inspection of facilities.

Estimate project cost and determine project budget. Coordinate funding with local and federal agencies. Assist in identifying and applying for infrastructure funding grants. Initiates and supervises bidding and contract activities. Manage project finances in computer databases.

Ensure compliance with all local and federal rules, regulations and permit requirements. Assesses and determines system deficiencies and project needs; develop scope of construction projects. Investigates sites, analyzes samples and oversees professional, technical and construction staff.

Provide 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.

Oversee and schedule technical and construction staff. Develop goals and priorities and assign tasks.

Write engineering memorandums and reports. Participate in engineering department quality improvement initiatives. Ensure maintenance of GWA records.

Perform other duties as assigned or required.

### **KNOWLEDGE, SKILL and ABILITY:**

- Comprehensive knowledge of principles and practices of engineering design and construction
- 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 water and wastewater system hydraulics.
- Basic knowledge of the principles and practices of engineering project management and construction safety.
- Basic knowledge of conventional and GPS survey principles and practices.
- Skill in effectively working with teams and 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.

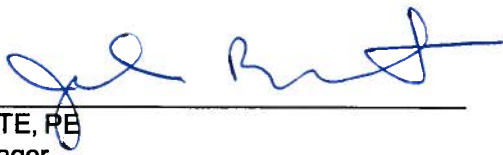
### **MINIMUM QUALIFICATIONS:**

- a) A Bachelor's degree in engineering **or equivalent** from an Accreditation Board of Engineering and Technology (ABET) accredited university or college program. **OR**
- b) **Current registration as a professional engineer, OR**
- c) **Three (3) years of engineering experience and a FE / EIT (Fundamentals of Engineering / Engineer in training).**

**Water and/or wastewater experience preferred, municipal experience preferred.**

**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. May be required to lift approximately 50 pounds. May be exposed to infectious diseases and hazardous working environments with heavy machinery and extreme weather conditions.



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JOHN M. BENAVENTE, PE  
Interim General Manager



# GUAM WATERWORKS AUTHORITY

## Position Classification Standard

<b>ASSOCIATE ENGINEER</b>	
<b>Department: Engineering</b>	<b>Approved Date: xx/xx/xx</b>
<b>[ X ] Exempt [ ] Non-Exempt</b>	<b>Last Updated: 02/27/07</b>

**JOB DEFINITION:** Under general direction of a senior engineer supervisor, the incumbent provides routine planning, design, construction, inspection, **GIS/drafting** and administrative services for GWA utility construction and maintenance projects.

**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 investigates 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.

**Prepare and create maps and records for presentations and develop and maintain.**

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.
- **Skills in developing and maintaining planning tools.**
- **Skills in creating maps and records for presentation.**
- 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.

**MINIMUM QUALIFICATIONS:**

- Two (2) years of engineering experience and a Bachelor's degree in engineering or equivalent from an Accreditation Board of Engineering and Technology (ABET) accredited university or college program, OR
- Current registration as a professional engineer, OR
- Two (2) years of engineering experience and a FE / EIT (Fundamentals of Engineering / Engineer in training).

Water and/or wastewater experience preferred, municipal experience preferred.

**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. May be required to lift approximately 50 pounds. May be exposed to infectious diseases and hazardous working environments with heavy machinery and extreme weather conditions.

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JOHN M. BENAVENTE, PE  
Interim General Manager



# GUAM WATERWORKS AUTHORITY

## Position Classification Standard

<b>JUNIOR ENGINEER</b>	
<b>Department: Engineering</b>	<b>Approved Date: xx/xx/xx</b>
<b>[ X ] Exempt [ ] Non-Exempt</b>	<b>Last Updated: 02/27/07</b>

**JOB DEFINITION:** Under direct supervision of a senior engineer supervisor, the incumbent provides routine and simple planning, design, construction, inspection, **GIS/drafting**, and administrative services for GWA utility construction and maintenance projects.

**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 engineers with planning, design, and construction management of projects to construct, enlarge, and modify water and wastewater facilities. Provide assistance with the preparation of construction drawings, **planning tools**, and documents. Collaborate with specialists and other engineers to produce plans. Reviews designs and specifications submitted by AE's, vendors and contractors.

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.

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.

**Prepare and create maps and records for presentations and develop and maintain.**

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 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.

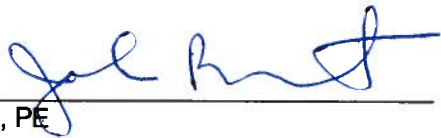
- Skill in reading and evaluating technical drawings and schematics
- Skill in establishing and maintaining cooperative working relationships with co-workers, contractors, and representatives from village communities and local and Federal agencies.
- **Skills in developing and maintaining planning tools.**
- **Skills in creating maps and records for presentation.**
- 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.

**MINIMUM QUALIFICATIONS:**

- a. A Bachelor's degree in engineering or equivalent from an Accreditation Board of Engineering and Technology (ABET) accredited university or college program, OR
- b. Current registration as a professional engineer, OR
- c. A FE / EIT (Fundamentals of Engineering / Engineer in training).
- d. Two (2) years of engineering experience and AA degree in engineering or equivalent  
Water and/or wastewater experience preferred, municipal experience preferred.

**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. May be required to lift approximately 50 pounds. May be exposed to infectious diseases and hazardous working environments with heavy machinery and extreme weather conditions.



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JOHN M. BENAVENTE, PE  
Interim General Manager

SUMMARY:

Title	GWA Proposed	GPA	GWA Existing
<p>*GWA Chief Engineer</p> <p>GPA Manager of Engineering</p>	<p>BS Engineering 10 years water and wastewater utility experience</p> <p>10 years of professional engineering experience PE CE/ME/EE</p> <p>GU PE w/in 1 year</p>	<p>BS Engineering 10 years utility experience PE</p>	<p>BS CE/ME/EE 8 yrs utility experience 14 yrs engineering experience 8 yrs as PE 6 yrs Supervisor experience GU PE w/in 1 year</p>
<p>GWA Assistant Chief</p> <p>GPA Asst. Manager of Engineering</p>	<p>BS Engineering 6 years utility experience PE CE/ME/EE GU PE w/in 1 year.</p>	<p>BS Engineering 6 years utility experience PE</p>	<p>BS CE/ME/EE 8 yrs utility experience 12 yrs engineering experience 6 yrs as PE 4 yrs Supervisor experience GU PE w/in 1 year.</p>
<p>GWA Senior Engineer Supervisor</p>	<p>BS Engineering 4 years utility experience PE, GU PE w/in 1 year</p>	<p>N/A</p>	<p>BS CE/ME/EE 6 yrs utility experience 10 yrs engineering experience 4 yrs as PE 2 yrs Supervisor experience GU PE w/in 1 year</p>
<p>* GWA Senior Engineer</p> <p>GPA Engineer III</p>	<p>BS Engineering 2 yrs engineering experience [OR] PE [OR] FE/EIT &amp; 3 yrs engineering experience</p>	<p>PE [OR] BS Engineering AND 1 yrs engineering experience [OR] EIT &amp; 3 yrs engineering experience [OR]</p>	<p>BS CE/ME/EE 4 yrs utility experience 6 yrs engineering experience PE GU PE w/in 1 year</p>
<p>GWA Associate Engineer</p> <p>GPA Engineer II</p>	<p>PE [OR] BS Engineering [OR] FE/EIT &amp; 2 yrs engineering experience</p>	<p>PE [OR] BS Engineering [OR] EIT &amp; 2 yrs engineering experience [OR]</p>	<p>BSCE/ME/EE FE/EIT</p>
<p>GWA Junior Engineer</p> <p>GPA Engineer I</p>	<p>PE [OR] BS Engineering [OR] FE/EIT [OR] AA Engineering 2 year experience</p>	<p>PE [OR] BS Engineering [OR] EIT [OR] AA Engineering 1 year experience</p>	<p>BSCE/ME/EE</p>
<p>Engineering Aide</p>			<p>N/A</p>