

GUAM WATERWORKS AUTHORITY

Human Resources Division
Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913
Phone: (671) 300-6073-6

**JOB ANNOUNCEMENT
(Open Competitive)**

Guam Waterworks Authority is accepting applications to establish a list:

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| Position Title: SENIOR ENGINEER | Announcement Number: EOE-023-2017 |
| Pay Grade/Step: MINIMUM: L6-D \$58,444.00 PER ANNUM MAXIMUM: L9-D \$65,856.00 PER ANNUM | Open Date: January 26, 2017 Closing Date: Continuous |

MINIMUM QUALIFICATIONS:

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.

NATURE OF WORK IN THIS CLASS:

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

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)

- 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 technical reports. Participates in engineering department quality improvement initiatives. Ensure maintenance of GWA records.
- Perform other duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- 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 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.

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.

EDUCATION:

Pursuant to Public Law 29-113, Section 3 Subsection (c) of §4101, Article 1, Chapter 4 of Title 4, Guam Code Annotated, is hereby repealed and reenacted to read: "(c) All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job."

Applicants claiming degrees or credit hours are required to provide a copy of their college transcript.

DRUG SCREENING:

Applicants conditionally selected for this position shall undergo and pass a urinary screen for illegal drugs pursuant to GWA's Drug-Free Workplace Program policy prior to receiving a Final Offer of Employment. Applicants who violate the requirements of the Drug Free Workplace Policy or refuse to take the mandatory drug test will be disqualified and any offer of the employment will be rescinded.

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".

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:

Your selection will be **conditional** pending the submission of a recent valid police and court clearance, and taking and passing a drug test. The Human Resources department will advise you of these requirements once you have been conditionally selected. You will have five (5) business days from the date of your Notice of Conditional Employment to submit the mandatory police and court clearances that are not older than thirty (30) calendar days from the date of your notice. The cost to obtain the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date above criteria. If you do not have any convictions or conditions that would warrant rescinding the job offer, and you pass the drug test, you may be notified of your start date.

HOW AND WHERE TO APPLY:

Applicants must submit an Application for Employment form to the Personnel Services Division - Human Resources Section Gloria B. Nelson Public Service Building, 688 Route 15, Mangilao, Guam 96913 by 5:00pm on the job vacancy announcement closing date. For more information call the Personnel Office at 671-300-6076/5/4 or visit our website at www.guamwaterworks.org to view the job announcement and to download the employment application.

 *Miguel C. Bordallo*
for Miguel C. Bordallo, P.E.
GENERAL MANAGER 

"WE ARE AN EQUAL OPPORTUNITY EMPLOYER"