

GUAM WATERWORKS AUTHORITY

PERSONNEL SERVICES DIVISION
Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913
Phone: (671) 300-6076/5/4/3

JOB ANNOUNCEMENT

(Open-Competitive)

Guam Waterworks Authority is accepting applications to establish a list:

Position Title: WATER METER MAINTENANCE AND REPAIR WORKER I	Announcement Number: EOE-038-2017
Pay Grade/Step: MINIMUM: E6-A, \$22,669.00 PER ANNUM MAXIMUM: E9-A, \$25,544.00 PER ANNUM	Open Date: May 11, 2017 Closing Date: Continuous

MINIMUM QUALIFICATIONS:

- a) One (1) year of skilled work experience in water meter testing, installation and repair; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, skills and abilities.

NATURE OF WORK IN THIS CLASS:

Operate, repair and maintain meter test bench facility to ensure water meters are operating efficiently. The work performed is under the guidance of Water Meter Maintenance Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed nor do the examples cover all the duties which may be performed)

- Organizes meters in crates for testing, segregates failed from passed.
- Operates meter test bench facility.
- Records meter reading results on the record form or log data in the computer used for meter management.
- Responds to customer concerns and inquiries about meter reliability.
- Repairs and diagnoses meters in accordance with manufacturers standards.
- Checks and reports malfunctioning meters, meter tampering and general condition of meters.
- Assists customers' requests for unusually high or low water meter consumption.
- Reports customer complaints, and checks meters to locate abnormal consumption, irregularities, defects, damages.
- Tests and diagnoses electronic transmitting devices when problems occur.
- Performs other related skilled duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the standard principles, practices and techniques in water testing, selection, installation and maintenance.
- Knowledge of various meter types for water measurement and their components.
- Knowledge in testing meters for accuracy for registration at flow rates and test flow quantities, both for large and small meters.
- Knowledge of occupational hazards with utmost safety practices and procedures.
- Knowledge of meter reading and customer billing.
- Ability to read meters, gauges and diagrams and record reading and maintains operating records.
- Ability to repairs and diagnosis meters in accordance with manufacturers standards.
- Ability to compile and log data, prepare reports and maintain records.
- Ability to work under pressure and make appropriate decisions.
- Ability to work effectively with the public and employees.
- Ability to quickly and accurately read meters and record data.
- Ability to communicate effectively, both orally and in writing.
- Performs related duties as required

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, P.E.
GENERAL MANAGER 