

# 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:

Position Title: WATER/SEWER MAINTENANCE SUPERVISOR	Announcement Number: EOE-034-2017
Pay Grade/Step: MINIMUM: K6-D, \$51,266.00 PER ANNUM MAXIMUM: K9-D, \$57,768.00 PER ANNUM	Open Date: April 26, 2017 Closing Date: Continuous

### MINIMUM EXPERIENCE AND TRAINING:

- A. Six (6) years of experience in the installation, maintenance, and repair of water/sewer lines and related equipment, including two (2) years at the skilled level; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

### SELECTIVE FACTOR:

Knowledge in the standard methods, practices & equipment used to detect, maintain & repair leaks in the water distribution section requiring a level IV Water Distribution Operator certification.

### NATURE OF WORK IN THIS CLASS:

Supervises and participates in the installation, maintenance, and repair of water/sewer lines and related systems.

**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.)

- Supervises and participates in the installation, maintenance, alteration, and repair of water/sewer lines and related systems.
- Directs the storage and maintenance of supplies and equipment and insure they are maintained and available for work projects; orders supplies, tools, and equipment as needed.
- Estimates the time and materials, tools and equipment of the trade
- Interprets, draws, and works from sketches, drawings, and piping diagrams.
- Applies and enforces safe work practices on the job.
- Implements agency policies for personnel, training and safety of subordinates.
- Maintains records and prepares reports.
- Performs related duties as required.

### MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the standard methods, materials, practices and equipment used in the installation, maintenance and repair of water/sewer lines and related systems.
- Knowledge of the operational hazard and safety practices of the trade.
- Ability to supervise the work of others.
- Ability to estimate the time and material cost of work projects.
- Ability to maintain a small inventory of materials, tools, and equipment of the trade.
- Ability to read, interpret, draw, and work from sketches, drawings and piping diagrams.
- Ability to apply and enforce safe work practices on the job.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports.
- Skill in the installation, maintenance, and repair of water/sewer lines and related systems.

**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:**

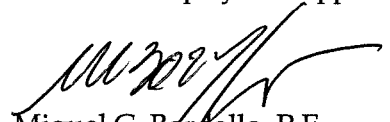

Veterans Preference: Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military Discharge form). Those claiming Veteran's Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

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](http://www.guamwaterworks.org) to view the job announcement and to download the employment application.

  
Miguel C. Bordallo, P.E.  
GENERAL MANAGER 

**"WE ARE AN EQUAL OPPORTUNITY EMPLOYER"**