



**GUAM WATERWORKS AUTHORITY**

**PERSONNEL SERVICES DIVISION**  
220-B. Gloria B. Nelson Public Service Building  
688 Route 15, Mangilao, Guam 96913  
Phone: (671) 300-6073-6 Fax: (671) 300-6896

**JOB ANNOUNCEMENT**  
**(Open-Competitive)**

Guam Waterworks Authority is accepting applications to establish a list:

Position Title: Assistant General Manager of Operations (AGMO) (Unclassified)	Announcement Number: EOE-005-2018
Salary: COMMENSURATE WITH EXPERIENCE MINIMUM: R5-C, \$122,056.00 PER ANNUM	Open Date: October 30, 2017 Closing Date: Continuous

**MINIMUM QUALIFICATIONS:**

- A.) Master's Degree in Engineering, Business, Public Administration or other related field; with major course of work in utility infrastructure and operations, organization, analysis and evaluation, and financial management plus 5 years of demonstrated experience and progressive responsibility in the management of operations in utilities, construction or technically related field; or
- B.) Bachelor's Degree in Engineering, Business, Public Administration or other related field; with major course of work in utility infrastructure and operations, organization, analysis and evaluation, and financial management plus 10 years of demonstrated experience and progressive responsibility in the management of operations in utilities, construction or technically related field;

**AND**

- Professional Engineer (PE) License or
- Guam Environmental Protection Agency Operator Certification Level IV in Water Treatment, Water Distribution, Wastewater Collection, and Wastewater Treatment

**NECESSARY SPECIAL QUALIFICATIONS:**

Experience in and knowledgeable of the water production, treatment and distribution facilities life cycles, wastewater collection and treatment facilities life cycles; cost analysis; asset management; regulatory compliance and permitting processes and experienced in the system control and data acquisition (SCADA) systems and hydraulic modeling.

**NATURE OF WORK IN THIS CLASS:**

This is a complex work involving the planning, organizing and coordinating of all the Authority's production, distribution, collection, treatment, and operational control activities for the water and wastewater systems, including the preventive and corrective maintenance and repair of facilities to ensure systems meet high level compliance with water and wastewater standards.

The Assistant General Manager of Operations (AGM-O) is responsible and accountable to the Guam Waterworks Authority's General Manager for the effective conduct of its operations to meet the established levels of service for all customers, in accordance with the Guam Safe Drinking Water Act and the Clean Water Act, associated regulations, and applicable permit requirements. The AGM-O is also responsible and accountable for the managing and organizing efficient business operations in the divisions assigned. The AGM-O shall also be responsible for assisting with the formulation of recommendations on policies, goals and objectives to, and implementation of plans, policies and procedures adopted by the Consolidated Commission on Utilities (CCU).

The AGM-O serves under the direction of the General Manager. The AGM-O directs and manages the development of short-term and long-term goals and objectives of GWA and ensures their effective execution; makes sure all assigned operations and functions are sustainable and effectively serve the needs of GWA's ratepayers, while complying with applicable laws and regulations; and performs related duties as assigned.

**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)

- The AGM-O shall report to the General Manager of the Guam Waterworks Authority.
- The AGM-O's primary responsibilities will be to manage, coordinate, and report on the six operational divisions/functions of the water and wastewater systems: Water Production and Treatment; Water Distribution; Wastewater Collection; and Wastewater Treatment; Construction & Maintenance; and the WWW System Control Center/Asset Management.

## PAGE 2 Assistant General Manager of Operations (AGMO EOE-005-2018)

- The AGM-O shall be responsible for the proper operation of the W/WW Systems Control Center (W/WW SCC), using the appropriate staff of certified operators, technicians, trade's professionals, along with hydraulic modelling and analytical tools, to effectively manage an integrate W/WW system.
- The AGM-O shall plan, organize, staff, and direct the operation of the Authority's water/wastewater systems, including the setting of operation objectives, standards, training of employees and evaluation of system operational performance.
- The AGM-O shall assure compliance with the minimum Levels of Service (LOS) established by the Authority in the operation of the water and wastewater systems, and shall work with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, to achieve the utility wide LOS compliance at the lowest possible cost.
- The AGM-O shall analyze systems operations and control performance, costs and effectiveness, and develops strategies and recommendations to increase efficiency, reliability, sustainability, compliance and security of water and wastewater services, while maintaining the lowest cost possible.
- The AGM-O shall work with the General Manager in continuing, and advancing where feasible and desirable, the interoperation of and integration with military water and wastewater utility systems, in accordance with policy guidelines established by the CCU.
- The AGM-O shall be responsible for the preparation of annual budget estimates for the operations divisions under his supervision.
- The AGM-O shall be responsible for the preparation of capital improvement project recommendations for each operational division under his authority; and shall, working with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, implement approved CIP's in accordance with Authority's approved Capital Improvements Program.
- The AGM-O shall be responsible for the development and implementation of the Authority's Asset Management Program, and shall insure that all water and wastewater system assets are properly documented, maintained, repaired and otherwise managed, and that all cost elements are properly captured to provide meaningful cost reporting to support budgets, rate cases and financial decision-making for system operation and maintenance.
- The AGM-O shall provide complete and timely reports on the operations of the water and wastewater systems to the General Manager and the CCU.
- The AGM-O may be appointed to serve as Acting General Manager for the Authority from time to time.
- The AGM-O shall perform such other duties assigned by the General Manager.

### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of water treatment and production, and wastewater treatment, as well as the regulations which govern them.
- Knowledge of the designs and operating characteristics of all facilities and equipment used for the processing and distribution of water, and the collection, treatment and disposal of wastewater.
- Knowledge of the computer-based hydraulic modelling for water/wastewater systems, as well as principles, practices and procedures for the supervisory control and data acquisition in the monitoring and operation of those systems.
- Knowledge of the principles and practices of asset management, including the use of computerized maintenance management systems.
- Knowledge of the standard methods, materials, practices and equipment used in the construction, operations, repair and maintenance of potable water and wastewater systems, including ancillary infrastructure, such as roadways, drainage and other improvements.
- Knowledge of management techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Ability to analyze and evaluate engineering, statistical and financial data, conduct and direct research and develop alternatives and recommendations.
- Ability to effectively communicate with management and subordinates to convey logic and rationale, ideas, objectives, and consequences.
- Ability to establish and implement effective operational programs and procedures. Establishes priorities for the completion of work in accordance with sound time-management methodology.
- Ability to perform a broad range of managerial responsibilities over others.
- Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- Ability to induce effective employee performance to maintain high level performance, training and safety.
- Ability to manage the water and wastewater systems repair and maintenance programs.
- Ability to understand, interpret and work from engineering drawings and technical specifications.
- Ability to recommend and implement changes in policies, procedures, materials and equipment to enhance program effectiveness.

### 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

**PAGE 3 Assistant General Manager of Operations (AGMO EOE-005-2018)**

**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 original, signed Application for Employment form to the Human Resources Division-Personnel Services Section, Gloria B. Nelson Public Service Building, 688 Route 15, Mangilao, Guam 96913 (2nd Floor) by closing date. For more information call the Personnel Office at 300-6073-6. Our Web site is [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"**