



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: Junior Engineer	Announcement Number: EOE-008-2018
Pay Grade/Step: MINIMUM: J4-B, \$40,711.00 PER ANNUM MAXIMUM: J7-B, \$45,874.00 PER ANNUM	Open Date: October 30, 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) A FE/EIT (Fundamentals of Engineering/ Engineering in training)
- d) Two (2) years of engineering experience and AA degree in engineering or equivalent Water and/or wastewater experience preferred, municipal 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.

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 drawing, 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 constructions. Monitor quality control for assigned projects. Draft field design changes.
- Conduct site investigation 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.
- Performs related duties as required

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- 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.

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- 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

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 

"WE ARE AN EQUAL OPPORTUNITY EMPLOYER"