



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: Sewer Plant Supervisor	Announcement Number: EOE-006-2018
Pay Grade/Step: MINIMUM: K6-C, \$50,759.00 PER ANNUM MAXIMUM: K9-C, \$57,196.00 PER ANNUM	Open Date: October 30, 2017 Closing Date: Continuous

MINIMUM QUALIFICATIONS:

- a) Six (6) years of experience in the operation, maintenance and repair of wastewater treatment plant 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.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Wastewater Treatment Plant Certificate Level IV.

NATURE OF WORK IN THIS CLASS:

Supervises and participates in skilled work involving the operation and maintenance of wastewater treatment plant equipment.

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 operation, installation, maintenance and repair of wastewater treatment plant equipment.
- Directs the storage and maintenance of tools, supplies and equipment and ensures they are maintained and available for work project; orders supplies, tools and equipment.
- Estimates the time and material cost of work projects.
- Interprets and works directly from manuals, sketches and blueprints.
- Meets with officials regarding equipment and maintenance programs or problems.
- Maintains current knowledge of technical manuals, directives and manufacturer's instructional materials pertaining to wastewater treatment plant equipment.
- Applies and enforces safe work practices on the job.
- Implements agency policies for personnel, training and safety.
- Maintains records and prepares reports.
- Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the standard principles, methods, practices, techniques and tools used in the operation, maintenance, and repair of wastewater treatment plant equipment.
- Knowledge of wastewater plant layout, treatment processes, equipment operation and repair, and the pertinent chemical and analytical testing procedures.
- Knowledge of the operational hazards and safety practices of the trade.
- Ability to supervise the work of others.
- Ability to evaluate operational effectiveness and recommend changes to improve effectiveness.
- Ability to estimate the time and material cost of work projects.
- Ability to interpret laboratory analyses of sewage, determine effectiveness of the treatment process and direct changes to improve efficiency of operations.
- Ability to interpret and work directly from manuals, sketches and blueprints.

Page 2 (Sewer Plant Supervisor – EOE-006-2018)

- Ability to operate and maintain electrical pumping units and auxiliary equipment.
- Ability to work in unpleasant surroundings, including exposure to fumes and gases.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively.
- Ability to maintain records and prepare reports.
- Skill in the operation of wastewater treatment plant equipment.

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"