


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
(In-House)

Guam Waterworks Authority is accepting applications to establish a list of eligibles for:

Position Title: Pumping Station Supervisor	Announcement Number: EOE 015-2019
Salary: MINIMUM: L3-A \$30.39/hour; \$63,219.00 PER ANNUM MAXIMUM: G3-D \$31.63/hour; \$65,785.00 PER ANNUM	Open Date: January 3, 2019 Closing Date: January 17, 2019

MINIMUM QUALIFICATIONS:

- A. Six (6) years of experience in the operation, maintenance and repair of wastewater pumping station 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 Collection Operator's Certification Level IV" or "Water Distribution Operator Certification Level IV".

NATURE OF WORK IN THIS CLASS:

Supervises and participates in skilled work involving the operation, installation, maintenance and repair of wastewater pumping station 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 pumping station equipment.
- Directs the storage and maintenance of tools, equipment and supplies and ensures they are maintained and available for work projects; orders supplies, tools and equipment.
- Estimates the time and material costs for work projects.
- Interprets and work directly from manuals, blueprints and sketches.
- Meets with the officials regarding equipment and maintenance program or problems.
- Maintains current knowledge of technical manuals, directives, and manufacturer's instructional materials pertaining to wastewater pumping station equipment.
- Implements agency policies for personnel, training and safety.
- Applies and enforces safe work practices on the job.
- Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the standard principles, methods, practices, techniques tools and equipment used in the operation, installation, maintenance and repair of pumping station equipment.
- Knowledge of the occupational 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 time and material cost for work projects.
- Ability to interpret and work decisions in accordance with laws, rules, regulations, and apply agency policies to work problems.
- Ability to operate, maintain and repair pumps and auxiliary equipment.
- Ability to operate, switchboards and other electrical equipment used in a wastewater pumping station.
- Ability to work in unpleasant or obnoxious surroundings.
- Ability to apply and enforce safe work practices on the job.

- Ability to work effectively with the public and employees.
- Ability to communicate effectively.
- Ability to maintain records and prepare reports.
- Skilled in the operation and maintenance of wastewater pumping station 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.

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"