

## JOB ANNOUNCEMENT (Open Competitive)

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

<b>Position Title:</b> Utility Laboratory Technician II	<b>Announcement Number:</b> EOE 019-2019
<b>Salary:</b> MINIMUM: I2-D \$18.98/hour; \$39,476.00 PER ANNUM MAXIMUM: I3-D \$19.75/hour; \$41,079.00 PER ANNUM	<b>Open Date:</b> February 06, 2019 <b>Closing Date:</b> February 19, 2019

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a recognized college or university with an Associate's degree in science or water technology with courses in microbiology, chemistry or related natural science; **and** two (2) years of experience as a Utility Laboratory Technician I; **or**
- B. Any equivalent combination of experience and training which provides the minimum knowledge abilities and skills.

**NATURE OF WORK IN THIS CLASS:**

Utility Laboratory Technician II performs semi-complex technical laboratory duties independently after initial training and works under closer supervision on a variety of complex developmental assignments.

Employees in this class collect and perform semi-complex analysis of water and wastewater samples for chemical and micro-biological content in accordance with Standard Methods for the Examination of water and wastewater, the Safe Drinking Water Act and the Clean Water Act.

**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.)**

- Provides semi-complex support and assistance in processing samples for analysis, sterilizes equipment, more intricate calibration of equipment as recommended.
- Maintains working order of equipment and supplies necessary to perform analysis of samples to include minor repairs on laboratory equipment when needed.
- Performs semi-complex work collecting samples from the distribution lines, deep well and surface water sources.
- Collects semi-complex water samples from customer complaints of dirty water, bad odor, or high chlorine contents.
- Disinfects tankers and new water lines to include determining the amount of chlorine needed to provide a certain dosage.
- Performs semi-complex analysis water for bacteriological contamination and chlorine residue.
- Collects semi-complex sample collection for off shore, shoreline, wastewater treatment plant influent/effluent and various rivers as well as any discharges into the rivers as required.
- Performs semi-complex analysis of potable water samples and analyzes for chemical analysis such as: Calcium and Total Hardness, Chlorides, Alkalinity, Conductivity, pH, Temperature, Turbidity and Bacteria content.
- Performs semi-complex analysis of Settleable, Suspended and Total Solids, pH Fecal Coliform, E-Coli, Enterococci and Biochemical Oxygen Demand.
- Performs semi-complex, non-routine chemical, biological or physical test and analysis as required in control operations of water and sewage.
- Maintains records of all analytical work according to Laboratory Quality Assurance (QA) and Quality Control (QC) Plans and Standard Operating Procedures. Ensures all data is in compliance with the requirements of pre-schedule intervals.
- Maintains various laboratory records and prepares reports. Inputs required information into the LMS (Laboratory Information Management System) computer program.
- Creates work orders for daily assigned tasks.
- Repairs laboratory equipment as needed.
- Performs related duties as assigned.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of laboratory testing procedures, principles, techniques, terminology, protocols and equipment in a water utility.
- Knowledge of laboratory equipment maintenance, calibration and troubleshooting and sterilization used in a water utility.

- Knowledge of laboratory safety protocols, including, but not limited to, use of personal protective equipment (PPE's), proper laboratory techniques, disposal of bio-hazard, etc. in a water utility.
- Knowledge of basic principles of the physical and biological sciences, as applied to particular laboratory assignment in a utility.
- Knowledge of computer systems and multiple software programs as required, according to company and departmental procedures used in a water utility.
- Knowledge of LIMS (Laboratory Information Management System) computer program.
- Ability to maintain records and prepare reports.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively with the public and employees.
- Ability to make decisions in accordance with appropriate program guidelines.
- Ability to follow specific standard operating procedures and observe and record results accurately.

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

  
Miguel C. Bordallo, P.E.  
GENERAL MANAGER 