

JOB ANNOUNCEMENT

(In House)

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

Position Title: Associate Engineer	Announcement Number: EOE 044-2022
Salary: MINIMUM: K7-B: \$30.77/hour; \$63,991.00 PER ANNUM MAXIMUM: K8-B: \$32.01/hour; \$66,590.00 PER ANNUM	Open Date: August 01, 2022 Closing Date: August 15, 2022

HOW AND WHERE TO APPLY:

Applicants must submit an Employment Application- Form A2 to the GWA Personnel Services Division – Human Resources Office, #205 (2nd Floor) in the Gloria B. Nelson Public Service Building, 688 Route 15 Mangilao, Guam 96913 between 8:00 am and 5:00 pm, Monday to Friday, excluding holidays, on or before the closing date of the job announcement and encouraged to submit electronically at hrjobs@guamwaterworks.org. If you are unable to submit your application electronically, please call (671)300-6899 to pre-arrange a specific time during normal business hours to drop off your application. For more information call the Human Resources Office at (671)300-6076/6852/6899 or visit our website at www.guamwaterworks.org to view the job announcement and to download the GWA Employment Application- Form A2.

MINIMUM QUALIFICATIONS:

- A.** Two (2) years of engineering experience and 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.** Two (2) years of engineering experience and a FE / EIT (Fundamentals of Engineering/Engineer in Training).

Water and/or wastewater experience preferred municipal experience 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, provides routine and complex planning, design, construction, inspection, and administrative services for GWA utility construction and maintenance projects and manages third-party project management and design service contracts as needed to successfully implement these 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:

- Provide minor design and Inspection for routine projects to construct, enlarge, and modify water and wastewater facilities. Oversee and reports on project activities. Aid in the preparation of project plan sets and design sheets.
- Work with project managers to scope projects; collaborate with specialists and other engineers as a team member in plan preparation. Review designs and specifications submitted by AE's, vendors and contractors and make recommendations to the project manager.
- Design project components under the direction of a registered engineer. Complete necessary calculations as directed.
- Provide technical support to facilitate construction. Monitor quality control for assigned projects. Draft field designs changes.
- Conduct site investigates 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.
- Oversee and participate in survey work.
- Prepare project cost estimates for project manager. Research technical specifications for material and equipment purchases. Participate in bidding and contract activities.
- Prepare and create maps and records for presentations and develop and maintain.
- Assist In Identifying and applying for infrastructure grants. Report project finances in computer database.
- Write engineering memorandums and reports. Ensure maintenance of GWA records.
- Perform other duties as assigned or required.

KNOWLEDGE, SKILL and ABILITY:

- Basic knowledge of principles and practices of engineering design and construction.
- Basic knowledge of US EPA 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 analyzing system issues and preparing recommendations based on findings.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- 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: 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. Applicants claiming disability preference must obtain a form from this office and submit it with the required certification signatures.

ELIGIBLE RATING: After receiving an eligible rating, your chances for an interview depend on (1) the number of available vacancies; (2) whether your rating score is high enough to be certified (see CERTIFICATION FOR INTERVIEW); (3) whether or not a registered Enhanced Placement Program (EEP) eligible, Priority Placement Program (PPP) eligible, or a Bonafide preferential hire is on the same eligibility list as you (see PREFERENTIAL HIRE). For these reasons we cannot give definite information about how soon you might be contacted for an interview.

EXPIRATION OF ELIGIBLE RATING: Your eligible rating score expires after one (1) year your score is established, which is indicated on your Notice of Rating. If you applied under a continuous job announcement and the job announcement has yet to close, you may update your rating score by submitting a new employment application form. For closed job announcements, you may update your rating by reapplying and repeating the application process when the position is re-announced. If your rating score expires under a closed job announcement, you can only be eligible again by reapplying and repeating the application process when the position is re-announced. In general, though, you are encouraged to apply for any and all job announcements that you feel you qualify for, and are eligible to apply for. (Please note, that depending upon the needs of a particular department, positions may be announced with Selective Certifications, aka Selective Factors (SF) requirements which may affect your eligibility for a position, under a particular job announcement).

CERTIFICATION FOR INTERVIEW: For each vacancy, the top eight (8) applicants with the highest scores are scheduled for interviews (ten applicants for the laborer and custodial vacancies.) However, in the event of tie scores with the eighth eligible, all eligibles with the same score as the eighth eligible will be referred. When your name is reached, you will be notified by mail and/or telephone, and/or email to report for an interview. You may or may not be selected as a result of the interview. If you are not selected, your name will be placed back on the eligible list for consideration in filling future vacancies until your score expires.


Miguel C. Bordallo, P.E.
GENERAL MANAGER 

"WE ARE AN EQUAL OPPORTUNITY EMPLOYER" 