



GUAM WATERWORKS AUTHORITY
ATURIDÁT KINALAMTEN HÀNOM GUÅHAN
PERSONNEL SERVICES DIVISION

Gloria B. Nelson Public Service Building | 688 Route 15 Mangilao, Guam 96913
Tel. No. (671) 300-6073-6 Fax No. (671) 300-6896

JOB ANNOUNCEMENT
(Competitive Limited Term Appointment- CLTA)
Duration of CLTA dependent on the availability of Federal Funds

Guam Waterworks Authority is seeking individual(s) interested in the Summer Engineering Internship positions:

Position Title: Engineering Technician II (CLTA)	Announcement Number: EOE 048-2022
Salary: MINIMUM: J4-B: \$22.56 / HOUR; \$46,933.00 / ANNUM MAXIMUM: J5-B: \$23.48 / HOUR; \$48,839.00 / ANNUM	Open Date: September 26, 2022 Closing Date: Continuous

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. All applications received via electronic mail or fax, must be submitted by 11:59 pm (Guam time) on the closing date of the job announcement. ***“Applications submitted by mail must be postmarked by midnight of the announced last day for filing applications in order to be accepted”*** 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 EXPERIENCE AND TRAINING:

- A. Three years of experience in sub-professional engineering and/or drafting work and graduation from high school supplemented by courses in drafting or surveying and mathematics; **or**
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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:

This is complex technical engineering or surveying work. Employees in this class perform the full range of complex technical engineering or surveying duties including independent work on specialized areas. Employees often serve as team or group leaders over less experienced technical staff.

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.)

- Leads and performs complex drafting, computational and design duties in the preparation of plans and specifications for street paving, sewer and water construction and other engineering projects; performs technical work in the design of drainage systems, water distribution systems and similarly related engineering projects.
- Inspects installation of water and sewer mains or other construction projects to insure compliance with plans and specifications.
- Checks, analyzes, reduces and uses survey and other field data, adapting and transferring such material to maps, profiles, cross-sections, drafts or other compilation forms.

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- Applies analytical processes and mathematical techniques to photographs and imagery obtained by aerial or ground surveys to make topographic maps and to measure and interpret the natural and manmade features of an area.
- Computes, prepares, reviews and checks costs estimates, contracts, plans, specifications, bids, vouchers, drawings, and similar forms of data for accuracy and compliance with well-defined standard or procedures.
- Runs lines of level or traverse with level or transit and sketches topography along such lines.
- Coordinates with contractor's personnel for completion of projects.
- Solves practical problems encountered in fields of specialization such as those concerned with the development of electrical, telephone, mechanical environmental, civil, architecture, and traffic engineering work.
- Measures immense areas of land, sea, or space, taking into account the earth's curvature and its geophysical characteristic. Determines the elevations, depressions, and contours of an area; indicates the location distinguishing surface features.
- Designs and draws sub-professional plans for the construction, repair or correction of island-wide power system on telephone systems, transmission and distribution lines and other electrical or telephone work facilities.
- Locates boundaries of a particular tract of land, prepares map, records plots of the land and prepares legal descriptions of it for deeds, leases and other documents.
- Conducts field inspection for the purpose of obtaining measurements and other essential data to complete engineering drawing and projects specification.
- Performs related duties as required.

KNOWLEDGE, SKILL and ABILITY:

- Knowledge of the basic principles and practices of engineering as applied to drafting and design work.
- Knowledge of the principles and practices of land surveying.
- Knowledge of the policies, procedures and practices of departmental standards concerning inspection and material testing.
- Ability to lead the work of others. Ability to perform complex drafting, computational and design work.
- Ability to perform inspections of construction projects.
- Ability to keep survey notes and write reports.
- Ability to translate survey notes into maps, plans, profiles, cross-sections and legal descriptions.
- Ability to work effectively with the public and employees.
- Ability to maintain records and prepare reports.
- Skill in the use and care of surveying and drafting equipment and instruments.

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.

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" 