



**GUAM WATERWORKS AUTHORITY**  
**ATURIDÁT KINALAMTEN HĀNOM GUĀHAN**  
**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 (In-House)

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

<b>Position Title:</b> Pumping Station Operator I	<b>Announcement Number:</b> EOE 043-2022
<b>Salary:</b> MINIMUM: G4-B, \$16.50/HOUR; \$34,326.00 PER ANNUM MAXIMUM: G5-B, \$17.17/HOUR; \$35,719.00 PER ANNUM	<b>Open Date:</b> October 14, 2022 <b>Closing Date:</b> CONTINUOUS

**HOW AND WHERE TO APPLY:**

Applicants must submit an Employment Application- Form A2 to the GWA Personnel Services Division – Human Resources Office, #205 (2<sup>nd</sup> 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](mailto: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](http://www.guamwaterworks.org) to view the job announcement and to download the GWA Employment Application- Form A2.

**MINIMUM EXPERIENCE AND TRAINING:**

- a) Two (2) years of experience in the installation, operation, maintenance and repair of pumping station equipment; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid “Water Distribution Operator Certification Level I or Wastewater Collection Operator Certification Level I”.

**NATURE OF WORK IN THIS CLASS:**

Performs semi-skilled work involving the installation, operation, maintenance and repair of 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)**

- Makes minor adjustments and repairs on pumping station equipment; inspects and tests pumps and auxiliary equipment; starts and stops electrically driven pumps; repacks pumps and valves; and records meter and gauge readings.
- Maintains switchboards and other electrical equipment used to operate automatic pumps.
- Assists skilled workers in performing the full range of pumping station work.
- Reads and works directly from manuals, sketches and blueprints.
- Applies 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 installation, operation, maintenance and repair of pumping station equipment.
- Ability to operate, maintain and repair pumps and auxiliary equipment.
- Ability to operate switchboards and other electrical equipment used in a pumping station.
- Ability to read and work directly from manuals, sketches and blueprints.
- Ability to work in unfavorable and obnoxious surroundings.
- Ability to work effectively with others.
- Ability to apply safe work practices on the job.
- Ability to record and read meters and gauges.

- Ability to understand and follow oral and written instructions.
- Semi-skilled in the operation and maintenance of 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:**

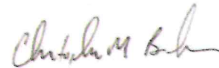
Veterans Preference: Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military Discharge form). Those claiming Veteran's Compensable Disability are required to provide a copy of a letter from the Veterans Administration.  
Disability Preference: Applicants claiming disability preference must obtain a form from this office and submit it with the required certification signatures.

**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

Digitally signed by Christopher M. Budasi  
Reason: for General Manager Miguel  
Bordallo, P.E.  
Date: 2022.10.11 19:19:11 +10'00'



Christopher M. Budasi, Acting  
GENERAL MANAGER 