



GUAM WATERWORKS AUTHORITY
 Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913
 P.O. Box 3010, Hagåtña, Guam 96932
 Tel. No. (671) 300-6846/48 Fax No. (671) 648-3290

**JOB ANNOUNCEMENT
 (OPEN)**

TO ESTABLISH A LIST FOR THE POSITION OF:

POSITION TITLE				ANNOUNCEMENT NUMBER	
ENGINEER SUPERVISOR, P.E.				24-040	
SALARY				APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:	
MINIMUM:	Q2-A	\$59.65	PER HOUR	DATE OPEN:	AUGUST 16, 2024
	\$124,064.00		PER ANNUM		
MAXIMUM:	Q3-A	\$62.07	PER HOUR	DATE CLOSED:	CONTINUOUS
	\$129,102.00		PER ANNUM		

WHO CAN APPLY:

Open to all government of Guam employees and the general public.

HOW AND WHERE TO APPLY:

Submit GWA Employment Applications to the GWA Personnel Services Division – Human Resources Office, #205 (2nd Floor) in the Gloria B. Nelson Public Service Building between 8:00 am - 5:00 pm, Monday through Friday. Applicants are encouraged to submit electronically to 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.** For more information, call the Human Resources Office at (671)300-6076/6852/6899 or visit our website at www.guamwaterworks.org.

MINIMUM EXPERIENCE AND TRAINING:

- A. Master's Degree in engineering from an accredited college or university and seven (7) years of wastewater or water experience or municipal Capital Improvement experience and two (2) years of supervisor responsibility; **or**
- B. Bachelor's Degree in engineering from an accredited college or university and eight (8) years of wastewater or water experience or municipal Capital Improvement experience and two (2) years of supervisor responsibility.

LICENSES, CERTIFICATES, AND SPECIAL REQUIREMENTS:

Possession of a valid driver's license. Registered as a Professional Engineer in one of the states or territories of the United States and shall obtain within twelve (12) months of hire to be Registered as a Professional Engineer on Guam under the authority of the Guam Board of Registration for Professional Engineers, Architects, and Land Surveyors (PEALS).

NATURE OF WORK IN THE CLASS:

Under general direction, employees in the class are accountable for managing, supervising, and implementing engineering functions within the Engineering Division of the Guam Waterworks Authority (GWA), including but not limited to capital improvements, budgeting, staffing, development of policies and procedures, and providing support to the Assistant Chief Engineer and/or the Assistant General Manager - Engineering (AGME) to accomplish the overall goals and objectives of the division.

ILLUSTRATIVE EXAMPLES OF WORK:

(These examples do not list all the duties that may be assigned; any one position may not include all the duties listed.)

Supervises professional and technical staff performing civil, structural, electrical, mechanical, and environmental engineering analysis, planning, design, contracting, construction and construction management, consultant management, permitting, and public outreach. Ensures that employees are properly trained, follow safe work practices, and properly document office and fieldwork. Participates in interviews and recommends candidates for the General Manager's approval; plans, prioritizes, assigns, and reviews work; approves time off for payroll purposes; prepares employee performance evaluations; monitors and participates in employee relations activities within the department. Provides technical oversight and coordination of work through project/program coordination meetings and other means; monitors progress against project/program schedules; recommends allocation of resources as required to accomplish goals. Collaborates with other supervisors, managers, and staff to coordinate programs, projects, and activities amongst work groups. Serves as a liaison person with a variety of government agencies regarding water quality and environmental compliance, project review and implementation, water supply, and engineering issues. Prepares annual budget requests for assigned programs; estimates staffing, equipment, and supply needs to be based upon recent trends and planned activities; monitors expenditures after budget adoption; approves purchase requisitions. Supervises engineering review of requests and proposals during the annual budget process; after budget approval, assigns projects to engineering staff; sets priorities and adjusts workload accordingly.

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Prepares and updates engineering procedures, agreements, contracts, fee structures, and guidelines; ensures projects are implemented in accordance with Guam Waterworks Authority's procurement guidance, purchasing, Request for Proposals (RFP), and contracting procedures. Reviews inspection reports and assists in the resolution of field construction problems; authorizes or recommends change orders and claims resolution; represents GWA in engineering contract dispute resolution meetings. Supervises professional and technical staff engaged in water and wastewater systems, capital improvement projects, engineering studies and/or pilot tests with emphasis on optimizing water/wastewater treatment and water quality control processes; reviews and provides input and direction to the work of consultants; assists in developing implementation strategies and plans to meet current and future regulatory requirements. Supervises and participates in the work of professional and technical staff responsible for performing mechanical, electrical, control and Supervisory Control and Data Acquisition (SCADA) systems administration, analysis, planning, design, installation, testing, troubleshooting, maintenance and repair, contractor and consultant management, and related work. Coordinates with other divisions and departments with regard to planning for water supply deliveries, operation of the groundwater basin, and related issues. Coordinates with other divisions and departments with regard to planning for wastewater collection, transmission, and treatment, and related issues. Participates in and oversees assigned program's contribution to the development of the GWA's Water Resources Master Planning, systems operational planning, and other long-term utility planning efforts. Manages the planning, design, and construction of water/wastewater systems for new development and capital improvement projects, including securing funding and management of project budgets and schedules. Performs a variety of professional-level engineering work in the research, planning, design, and construction of capital infrastructure improvement and maintenance projects. Reviews and supervises the completion of a variety of engineering calculations including, but not limited to, pipeline capacities, structural capacities, hydraulic pressure, pipe, and open channel flows, groundwater flows, pump and equipment capacities, equipment and system controls, and related matters in support of projects and technical studies. Reviews and supervises the preparation of engineering designs for presentation to groups involved in the project; prepares specifications and cost estimates, sketches or project options, and results of research requirements; prepares final designs for capital improvement projects. Reviews and supervises the preparation of contract documents, specifications, and plans; Oversees and directs field inspections of work done by contractors to ensure compliance with plans and specifications; Drafts and recommends approval of contract change orders. Oversees the preparation and maintenance of design drawings, schematics, diagrams, charts, databases plants, and permits for projects under the assigned program. Reviews and approves project cost estimates for submission to the Engineering manager. Reviews and approves technical specifications for material and equipment purchases to be submitted to the Engineering manager. Oversees and participate in bidding and contract activities within the assigned program. Reviews permits, right-of-way agreements, and other documents related to the use of GWA property or right-of-way, or other government lands and right-of-way that are GWA's responsibility. Supervises engineering studies and prepares technical documents including, but not limited to, feasibility studies, preliminary and final design, environmental conditions, hydrogeology/soil conditions, water supply assessment, and strategic and master plans. Conduct site investigations 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. Provide presentations to management, government entities, the Consolidated Commission on Utilities, and customers. Perform other duties as assigned or required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of principles and practices of training and supervision. Knowledge of principles and practices of project engineering management. Knowledge of one or more of the following disciplines: Civil, Environmental, Structural, Architectural, Mechanical, and/or Electrical engineering terminology and techniques Knowledge of fundamental scientific and engineering concepts, phenomena, and relationships, for use in solving theoretical or practical engineering; Knowledge of engineering designs, construction and maintenance principles and practices of engineering science and technology. Knowledge of modern methods, materials, and techniques used in the construction of water systems and facilities; Knowledge of basic surveying, drafting, computer-aided design techniques and technology; current developments and literature, and sources of information regarding engineering; Knowledge of computer software applications including word processing, spreadsheets, graphics, and databases; Knowledge of U.S. Environmental Protective Agency (USEPA) and Guam Environmental Protective Agency (GEPA) Drinking Water and Clean Water (Wastewater) Regulations; Knowledge of National Pollutant Discharge Elimination System (NPDES) permit program rules and regulations. Knowledge of Guam Waterworks Authority (GWA) rules and regulations, and other operational guidelines and directives. Knowledge of English usage, spelling, punctuation, and grammar; modern office procedures, methods Knowledge of computer equipment; principles and practices of work safety. Ability to plan, supervise, direct and coordinate the work of professional, technical, and contract staff. Ability to manage projects of varying sizes and budgets. Ability to evaluate complex designs and consulting work. Ability to supervise, review and perform feasibility and cost analyst studies. Ability to prepare and provide presentations to management, government entities, the Consolidated Commission on Utilities, and customers. Ability to interpret and apply complex, rules, regulations, laws, and ordinances. Ability to review and perform complex engineering computations, calculus, geometry, and trigonometry rapidly and accurately. Ability to use and care for engineering and surveying instruments and computer equipment. Ability to critically review and prepare accurate cost estimates and recommendations. Ability to critically review, analyze and prepare technical reports. Ability to use a computer, calculator, telephone, and photocopy machine. Ability to communicate clearly and concisely, both orally and in writing. Skill in directing multiple squads of engineers to fulfill engineering project goals and deadlines. Skill in directing multidisciplinary teams to fulfill water resources project goals and deadlines for the Water and Wastewater project goals and deadlines. Skill in analyzing and evaluating engineering design or construction proposals for technical and economic feasibility

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".

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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.

DOCUMENTATION REQUIREMENTS:

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government-recognized accrediting agency.

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 a certification program, from a recognized, accredited or certified vocational-technical institution, in the specialized field required for the job." Applicants claiming degrees or credit hours are required to provide a copy of their college transcript. All new employees (meaning not a current government of Guam employee, to include re-employment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position.

DRUG SCREENING:

Applicants conditionally selected for this position shall undergo and pass a urinary screen for illicit/illegal drugs pursuant to GWA's Drug and Alcohol-Free Workplace Policy (DAFWP) prior to receiving a Final Offer of Employment. Applicants who violate the requirements of the DAFWP or refuse to take the mandatory drug test will be disqualified and any offer of employment will be rescinded.

EMPLOYMENT MEDICAL EXAMINATION:

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the essential duties of the position being hired for.

PREFERENCE POINTS:

Applicants claiming veteran's preference are required to provide a copy of their DD-214, Member 4 Form. Applicant's claiming a disabled veterans are required to provide a copy of a letter from the U.S. Veterans Administration.

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. For these reasons we cannot give definite information about how soon you might be contacted for an interview.

INTERVIEWING PROCEDURES:



A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

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"