



**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	
UTILITY COMPLIANCE INSPECTOR LEADER				24-050	
SALARY				APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:	
MINIMUM:	K2-C	\$34.69	PER HOUR	DATE OPEN:	AUGUST 16, 2024
		\$72,160.00	PER ANNUM		
MAXIMUM:	K3-C	\$36.10	PER HOUR	DATE CLOSED:	CONTINUOUS
		\$75,090.00	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 (2<sup>nd</sup> 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](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.** 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).

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Graduation from a recognized college or university with an Associate Degree in Chemistry, Science or related field; **and** two (2) years of experience in water and wastewater utility systems field work; **or**
- B. Graduation from a recognized college or university with an Associate Degree in Chemistry, Science or related field; **and** two (2) years of experience as a Utility Inspector II; **or**
- C. Any equivalent combination of experience and training which provides the minimum knowledge, skills and abilities required for the position.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid Water Distribution or Water Treatment Operator’s Certificate Level III; **and** Possession of a valid AWWA or ABPA or equivalent Cross-Connection Control Specialist Certification or Pre-Treatment Inspection Certification; **and** Possession of a valid Guam Driver’s License.

**NATURE OF WORK IN THIS CLASS:**

The Utility Compliance Inspector Leader leads and performs various types of inspection work under the general direction of the Assistant General Manager (AGM) for Compliance and Safety and the direct supervision of a respective program’s Manager to help manage GWA’s wide range of compliance and regulatory activities. The position may include supervision of lower level inspectors as delegated and assigned by the AGM or the respective Program Manager.

**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.)*

Performs a variety of highly skilled work to successfully improve the safety, efficiency and the reliability of the water and wastewater facilities and operations. The position also includes the capacity to ensure compliance with all applicable established laws, policies, regulations and principles of the programs in the respective section of the Compliance and Safety Division. Leads the sampling, inspection, monitors and investigates residential, industrial and commercial facilities to ensure compliance with Federal, State and Local regulations and permit conditions regarding pretreatment and pollution prevention requirements. Leads the inspection of utilities construction projects to enforce ordinances governing minimum standards and requirements of new construction, alterations, and repairs and enforce compliance with all established laws, policies, regulations and principles of the program. Provides technical assistance with GWA Engineering staff to architects, engineers, contractors and customers to review project plans, amendments, alteration and specifications to water and wastewater construction of utilities to ensure adherence to applicable laws, policies, regulations and principles of the programs. Leads the visual or electronic inspections of water and wastewater construction projects. Provides written documentation on observations, findings, assessments and analyses of site inspection. Identifies and categorizes all known or suspected sources of toxic pollutants or pesticides or materials that may inhibit the operation of or damage the GWA water and wastewater systems. Generates, establishes and maintains a variety of records, reports, daily logs of inspections and finding and related

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documents. Responds, communicates, interacts and coordinates to both residents and businesses on environmental complaints on illegal and/or hazardous activities. Examines and investigates procedures used, makes reports on the findings, discusses probable cause and recommends corrective actions and problem resolutions or improvements. Leads the inspection on different systems and products to make sure everything has been built according to local, state, or federal codes and regulations. Leads the initial, follow up and periodic inspections of water and wastewater system projects and related installations to ensure continued compliance with all established laws, policies, regulations and principles of the program. Leads in the inspections to protect the public water supply and wastewater from contamination or pollution by contaminants and/or pollutants through water and/or wastewater interconnection systems. Leads the regular surveys of industrial, agricultural and commercial facilities to determine that adequate maintenance of devices are properly maintained and certified. Determines the degree of hazard that may exist to the potable water and wastewater systems and recommends/enforces procedures for compliance with Guam and Federal legal requirements. Provides assistance, training and demonstrations to new employees on various types of safety procedures for water and wastewater systems. Participates in the development and implementation of goals, objectives, policies, and priorities. Leads the utility inspection programs as needed in reviewing policies and procedures for compliance established laws, policies, regulations and principles of the program. Recommends appropriate action when test reports are not received within specified time limits. Leads follow up recommendations or requirements for corrective actions prepared by the Office of Compliance and Safety. Acts, with GWA Engineering, as GWA liaison with all consumers and provides technical support as needed to achieve the proper procedures and compliance with applicable laws, policies, regulations and principles of the program. Assists the Communications Manager to provide Public Outreach Training and Public Service Announcements related to Utility Protection Program Issues and performance goals. Attends trainings, meetings, seminars and conferences as appropriate to stay abreast of Federal, and Guam regulations. Composes correspondence, prepares forms and writes reports relating to the Program. Assists in developing solutions for operational or technical problems associated with the environmental compliance of utility facilities. Performs other related duties as assigned.

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Working knowledge of the Safe Drinking Water Act (SDWA), Guam Primary Drinking Water Regulations (GPDWR), Clean Water Act (CWA), Clean Air Act (CAA) and GWA's specific Utility Protection Programs, and the best management practices of these programs. Ability to become familiar with the Hawaii Water System Standards, the Ten States Standards and the Occupational Health and Safety Act (OSHA) and the best management practices of these standards. Knowledge of the inspection of utilities construction projects to enforce ordinances governing minimum standards and requirements in conformance with established laws, policies, regulations and principles of the program. Knowledge of environmental inspections, sampling and collection methods. Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions to interpret an extensive variety of technical instruction. Knowledge of operations, procedures, installation, construction and inspection techniques, procedures, regulations, methods, maintenance and repair related to water and wastewater systems. Ability to read and interpret construction plans, specifications and details and utility maps and related engineering and architectural plans and drawing in order to ensure compliance with project specifications including GIS based management systems. Ability to interact with contractors and construction personnel to ensure work activities and products meet required quality levels and standards and comply with all established laws, policies, regulations and principles of the program. Knowledge of occupational hazards, safety precautions and standard safety practices. Ability to ensure compliance with applicable Guam and Federal laws, rules and regulations governing water and wastewater systems. Ability to inspect project work sites to ensure acceptable safe quality work and ensure compliance with all established laws, policies, regulations and principles of the program. Knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction. Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions in accordance with appropriate program guidelines. Ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of detailed logs which may include numerical information. Knowledge of troubleshooting, field inspection and customer information system database issues/problems. Ability to analyze problems, identify solutions, advise and respond to inquiries from customers concerning rules, regulations and potential consequences regarding water and wastewater systems. Knowledge of operational effectiveness and recommend changes in rules, regulations, policies and procedures to improve program effectiveness. Knowledge of operation of computer programs, including Microsoft Office, the customer information system database and GWA GIS system. Skill in business letter writing and report preparation.

**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".

### **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.

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### **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"***