



PETITION

The Guam Waterworks Authority (GWA) hereby petitions the Consolidated Commission on Utilities (CCU) the following:

WATER-WASTEWATER OPERATIONS ENGINEER

This petition complies with Public Law 34-131, §6303(e) and (2C) as added and 4 GCA, Chapter 6, §6303 (d) (added by Public Law 28-112) The petition is also required by 4 GCA, §6205 and §6303 as public documents for the purposes of 5 GCA, Chapter 10, Article 1 (Sunshine Law). In addition, Public Law 28-159 to add the position to the Certified, Technical, and Professional (CTP) List.

For more information, please visit the Guam Waterworks Authority website at <http://www.guamwaterworks.org/careers/petition>

You may also contact GWA Human Resources Office at 671-300-6073.


THOMAS F. CRUZ, P.E.
**GENERAL MANAGER, ACTING
GUAM WATERWORKS AUTHORITY**



STAFF REPORT CREATION OF POSITION WATER-WASTEWATER OPERATIONS ENGINEER

I. REQUEST

The Guam Waterworks Authority (GWA) petitions the Consolidated Commission on Utilities (CCU) to create the following position in the classified status following Public Law 28-112.

➤ **Water-Wastewater Operations Engineer**

II. AUTHORITY

Public Law 28-159, Section 3(c) Amendment of Certified, Technical and Professional Positions. The following information is provided according to 4 GCA, §6303 (d) Creation of positions in the Autonomous Agencies and Public Corporations:

- (1) The petition of any agency, department, or public corporation listed in 4 GCA, §4105(d) of this Title to create a position shall include:

A. *The justification for the new position:*

On January 24, 2023, the Consolidated Commission on Utilities (CCU) approved GWA Resolution No. 09-FY2023, which amended the classification specifications to better align the Engineering series and created the Engineer Intern position in the "unclassified" service. This petition seeks to establish an Engineer position within Operations that would significantly enhance GWA's capacity to improve efficiency, quality, and performance across its water and wastewater management and infrastructure services.

A dedicated Engineer within Operations would directly support the technical needs of the division by recommending design or process changes that boost efficiency and performance. This role would offer hands-on technical guidance to operations personnel, allowing for faster troubleshooting and more informed decision-making, ultimately leading to reduced downtime and more consistent service delivery.

Additionally, this Engineer would work closely with operations teams to assess and suggest improvements for facility maintenance, repairs, and upgrades, ensuring that GWA's assets are operating at their best. This collaborative approach would not only improve the reliability and safety of facilities but also help extend the life cycle of critical equipment.

The Engineer would also play a crucial role in evaluating designs and specifications to ensure that projects meet quality standards and align with operational needs. This involvement helps prevent costly reworks and enhances the overall integrity of GWA's infrastructure.

Moreover, their involvement in asset management would bring a strategic advantage, allowing GWA to better plan, prioritize, and allocate resources for maintenance and upgrades, leading to cost savings and more proactive management of assets.

Adding an Engineer dedicated to Operations is a strategic decision that enhances technical capabilities, streamlines processes, improves facility management, and ensures the highest standards of quality and efficiency are maintained. This role supports GWA's long-term objectives of delivering reliable, safe, and efficient water services to the community.

The essential details concerning the creation of the position.

Refer to the classification review in Section III below.

B. *An analysis of similarities and differences between the position to be created and positions listed pursuant to 4 GCA, §4101.1(d).*

The Guam Waterworks Authority's classification plan currently includes the following engineering positions: Engineer Intern, Junior Engineer, Associate Engineer, Senior Engineer, Project Engineer, Engineer Supervisor, P.E., Assistant Chief Engineer, P.E., and Assistant General Manager, P.E. (AGME) Unclassified. The proposed creation of the Water-Wastewater Operations Engineer position would require the incumbent to possess and maintain a valid Operator Level III or higher certification in one or more of the following types of water or wastewater systems:

- Water Treatment
- Water Distribution
- Wastewater Treatment
- Wastewater Collection

The Water-Wastewater Engineer in Operations the flexibility to assist Operations in all areas between Water and Wastewater

C. *The position description, see attached.*

D. *The proposed pay ranges and demonstration of compliance with 4 GCA, §6301 of this Title: GWA's and GPA's compensation plan as authorized by Public Law 28-159 and approved by the CCU in October 2007. The proposed compensation is in accordance with the Strategic Pay Plan Methodology.*

E. *A fiscal note as the term as described in 2 GCA, §9101 et seq., and any other pertinent information.*

- (2)** The petition shall be posted on the agency, department, or public corporation's website for ten (10) days (Saturdays, Sundays, and government of Guam holidays excepted). After the posting, the head shall forward the petition along with evidence of his compliance with 4 GCA, Chapter 6, §6303.1(a), to the governing board or commission who, if they approve the same shall approve the petition by resolution and file the petition and resolution for records with the Director of Administration and the Legislative Secretary.
- (3)** No new position may be filled until after compliance with the provision of this Section and thirty (30) days have elapsed from the date of filing with the Legislative Secretary.

III. METHODOLOGY

Information was gathered from various public utilities associated with the American Public Power Association (APPA), the American Waterworks Association (AWWA), and other utilities with comparable positions within the United States. The information collected was used to analyze and develop the proposed job standards as they apply to the work performed for the Commission, and for GWA and GPA Executive Management. The staff collaboratively reviewed the duties associated with the proposed creations as indicated in the position descriptions. In evaluating these positions, the Strategic Pay Job Evaluation Methodology was utilized to determine the job evaluation points based on a total of twelve (12) measurement factors: Education, Experience, Complexity, Scope of Work, Problem Solving, Freedom to Act/Supervision Received, Work Environment, Physical Demands, Impact of Discretionary Decisions, Human Relations Skills/Contact, Authority Exercised, and Supervisor/Managerial Responsibility.

Based on the compensation consulting firm of Alan Searle & Associates market research and on both GPA's and GWA's compensation models per respective industry, implementation ranges resulted as follows:


25 th Market Percentile (2022 Market Data – 5 Sub-Steps) - GWA											
	Structural Adjustment- MIN						Structural Adjustment- MIN				
Benchmark Position	JE Points	Base Salary	Hourly	Grade	Step	Sub-Step	Base Salary	Hourly	Grade	Step	Sub-Step
Water-Wastewater Operations Engineer											

IV. RECOMMENDATION


1. To approve the creation of the Legal Analyst and to update the position to the Certified, Technical, and Professional (CTP) list of positions.



Zina Pangelinan-Charfauros,
GWA Personnel Services Administrator



Christopher M. Budasi
GWA Assistant General Manager,
Administration & Support (AGMAS)



Thomas F. Cruz, P.E.,
GWA Acting General Manager



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NATURE OF WORK IN THE CLASS:

Under the direction of the Assistant General Manager of Operations. The employee in this class will perform a variety of technical guidance and analyses and ensure compliance with regulatory requirements. Assignments include Managing engineering projects from inception to completion in the Operations Division of the Authority.

ILLUSTRATIVE EXAMPLES OF WORK:

(Classification specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the position, as illustrated in the position description questionnaire).

Leads and performs major planning and program studies and makes recommendations for water and wastewater system infrastructure in support of capital improvements to the Assistant General Manager - Operations (AGMO) and/or the Assistant General Manager - Engineering (AGME)

Manages assigned activities within the Capital Improvements Program, such as storm, sewer and water management, transportation planning, and pavement management programs.

Responsible for conducting comprehensive studies and assessments to determine the water needs of a specific area or project.

Analyzes data on population, water demand, and available water resources to develop appropriate water supply and treatment systems, including designing infrastructure such as dams, reservoirs, pumping stations, water treatment plants, and distribution networks.

Assists in the scope of engineering projects; prepares Request for Proposal (RFP); coordinates the bidding process for assigned projects; oversees and participates in the assembly and preparation of bid documents including drawings, calculations, specifications, plans and support materials; assures bid documents, notifications, awards and related materials are distributed to appropriate contractors, outside agencies, and personnel according to established time lines; evaluates and recommends professional engineering consultants and contracts awards.

Develops schedules and methods to accomplish assignments, ensuring work is completed in a timely and efficient manner

Manages the planning, design, and construction of water systems for new development and capital improvement projects, including securing funding and managing project budgets and schedules.

Performs various professional-level engineering work in the research, planning, design, and construction of capital infrastructure improvement and maintenance projects.

Completes a variety of engineering calculations and analyses including, but not limited to, hydraulics, pump and equipment capacities, equipment and system controls, and related matters in support of projects and technical studies.



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Prepares 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.

Prepares contract documents, specifications, and plans; Conducts field inspections of work done by contractors to ensure compliance with plans and specifications; Drafts and recommends approval of contract change orders.

Assists in identifying, evaluating, and providing improvement recommendations with preliminary and final designs and design criteria for assigned programs and/or projects.

Provides assistance in the preparation of short and long-range plans, schedules, estimates, budgets, detailed final plans, specifications, special conditions, and agreements.

Assist engineers with planning, design, and construction management of projects to construct, enlarge, and modify water and wastewater facilities.

Reviews and processes necessary 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.

Design and oversee the implementation of water treatment systems, including processes such as coagulation, sedimentation, filtration, disinfection, and desalination.

Provides direct technical support to operations teams, including real-time troubleshooting and analysis of equipment and process issues, to minimize operational disruptions.

Evaluates current operational procedures and recommends technical or process changes to improve efficiency, quality, and performance optimization to meet regulatory compliance and performance standards.

Work closely with operations staff, engineers, and management to ensure alignment on maintenance, repair, and operational strategies. Facilitate effective communication across teams to drive coordinated responses to technical challenges.

Assesses equipment performance, recommending upgrades or replacements, and assisting in the prioritization of maintenance activities to extend asset life and reduce operational costs.

Provides presentations to management, government entities, the Consolidated Commissioners on Utilities, and customers.

Perform other duties as assigned or required.



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KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of one or more of the following disciplines: Civil, Environmental, Structural, Architectural, Mechanical, and/or Electrical engineering terminology and techniques.

Knowledge of modern methods, materials, and techniques used in the construction of water and wastewater 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 engineering designs, construction and maintenance principles and practices of engineering science and technology.

Knowledge of the principles and practices as applied to the field of municipal public works, including planning, development, design, and construction.

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 perform feasibility and cost analyst studies.

Ability to prepare presentations to management, government entities, the Consolidated Commissioners on Utilities and customers.

Ability to interpret and apply complex, rules, regulations, laws, and ordinances.

Ability to perform complex engineering computations, calculus, geometry, and trigonometry rapidly and accurately.

**GUAM WATERWORKS AUTHORITY****WATER-WASTEWATER OPERATIONS ENGINEER****MINIMUM EXPERIENCE, EDUCATION, AND TRAINING:**

- A. Master's degree in Construction Administration/Management or Engineering from an accredited college or university and three (3) years of experience in capital improvement program management in water or wastewater experience **or** treatment facility design, pump and lift station design in municipal engineering; **or**
- B. Bachelor's degree in Construction Administration/Management or Engineering from an accredited college or university and five (5) years of experience in capital improvement program management in water or wastewater experience **or** treatment facility design, pump and lift station design in municipal engineering.

LICENSES, CERTIFICATES, AND SPECIAL REQUIREMENTS:

Must possess and maintain a valid Operator Level III or higher Certification in one or more of the water/wastewater certifications, but not limited to the following:

- Water Collection
- Water Distribution
- Wastewater Treatment
- Wastewater Collection

NECESSARY SPECIAL QUALIFICATIONS

Possession and maintain a valid driver's license

ESTABLISHED: SEPTEMBER 2024

JE POINTS:

FLSA STATUS: EXEMPT

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities