



**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	
<b>ASSISTANT GENERAL MANAGER – ENGINEERING (AGME) (UNCLASSIFIED)</b>				<b>24-063</b>	
<b>SALARY</b>				<b>APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:</b>	
<b>MINIMUM:</b>	T3-D	\$81.29	PER HOUR	<b>DATE OPEN:</b>	September 23, 2024
		\$169,081.00	PER ANNUM		
<b>MAXIMUM:</b>	T4-D	\$84.59	PER HOUR	<b>DATE CLOSED:</b>	CONTINUOUS
		\$175,947.00	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 QUALIFICATIONS:**

- A. Master’s degree in engineering from an accredited college or university and fourteen (14) years of wastewater or water experience or municipal Capital Improvement experience and six (6) years of supervisory/management experience in Engineering; or
- B. Bachelor’s degree in engineering from an accredited college or university and fifteen (15) years of wastewater or water experience or municipal Capital Improvement experience and six (6) years of supervisory/management experience in Engineering.

**LICENSES, CERTIFICATES, AND SPECIAL REQUIREMENTS:**

Possession of a valid driver’s license. Registered as a Professional Engineer in one of the sates 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 THIS CLASS:**

Under general direction, functions as an executive-level manager, reporting directly to the Guam Waterworks Authority (GWA), General Manager. This position is in the unclassified service and is accountable for the planning, designing, directing, administration, and controlling of resources for the engineering, construction, and maintenance of major existing and future engineering projects for GWA. The incumbent is responsible for managing the Engineering Division of GWA and all personnel assigned to the division including water and wastewater services and treatment, reclaimed water services, water resource planning, and analysis.

**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)

Manages, directs, implements, and/or monitors projects/programs including the review of plans and development proposals for impacts related to the overall implementation of the capital improvement program and maintenance of the GWA's water and wastewater systems; Approves construction plans. Providing oversight and direction to the operations and maintenance of the GWA water, wastewater, and reclaimed systems and services. Provides oversight and direction to the development of short and long-term planning goals and objectives for GWA. Recommends revisions and permit requirements to mitigate the negative impact of development and assures plans confirm to GWA policies, and standard operating procedures; Establishes departmental rules and regulations. Manages contracts by reviewing the monthly engineering progress report; Acts as a liaison among consultants, contractors, subcontractors, and/or the government.; Negotiates problems of changes, errors, or deficiencies and ensures compliance with project specifications and requirements; Resolves conflicts in difficult situations. Reviews, evaluates, and prepares replies to technical and management audits. Coordinates various phases of designing, planning, and preparation of project details; Monitors projects/programs for regulatory compliance. Develops, revises, and implements standard operating procedures, policies, and ordinances by applying advanced technical and managerial knowledge and applying changes to meet GWA's quality goals and objectives. Ensuring compliance with GWA, US, and Guam Environmental Protective Agencies' practices, policies, and procedures. Attends meetings, conducts presentations,

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and provides testimony before appropriate regulatory and governmental bodies (e.g., Guam Legislature, Governor of Guam, Consolidated Commission on Utilities, Public Utilities Commission, etc.). Develops and reviews water and wastewater infrastructure engineering designs and criteria, project delivery, Capital Improvement Projects (CIP), CIP tracking systems and project budgets and expenditures with variance explanations. Maintaining liaison with local, and Federal agencies concerning utility regulations, grants, and procedures. Providing oversight and direction to the utility's annual operating and capital improvement program budget for submission to the General Manager; Plans and prepares budgeting and program management of the water and wastewater capital improvements and facilities. Compiles engineering and financial data on the existing water main systems and new capital projects to assist GWA in obtaining funding from various sources (e.g., bonds, loans, grants) for planned water main infrastructure improvements. Manages professional engineers involved in the review of the preparation of designs, plans, specifications, layouts, and other construction documentation. Develops and monitors performance indicators on capital improvement programs. Provides oversight to staff engaged in contract administration activities (e.g., reviewing and evaluating contract proposals, finalizing contracts for submission to Procurement and the General manager, including monitoring contracts for compliance). Selects, supervises, trains, and evaluates the performance of assigned engineers and staff. Investigates and resolve the public's inquiries and complaints. Reviews, analyzes, and prepares both written and oral reports. Determines goals, objectives, and resource requirements for activities within assigned division. Performs other duties and responsibilities as assigned.

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

Knowledge of supervisory and management techniques and principles in programs, projects, and personnel. Knowledge of fiscal planning and budget preparation. Knowledge of U.S. Environmental Protective Agency (USEPA) and Guam Environmental Protective Agency (GEPA) Drinking Water, Wastewater, 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 local and federal water and wastewater utility regulations. Knowledge of diversified, fundamental scientific and engineering concepts, phenomena, and relationships in use solving theoretical and practical engineering problems. Knowledge of advanced mathematical techniques such as trigonometry, engineering computations, calculus, and geometry. Knowledge to perform more complex engineering computations, calculus, geometry, and trigonometry rapidly and accurately. Knowledge of GWA's budget planning, purchasing, and contract policies and procedures. 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 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 English usage, spelling, punctuation, and grammar; modern office procedures, and methods. Knowledge of computer equipment; principles and practices of work safety. Ability to prepare and provide presentations to management, government entities, the Consolidated Commission of Utilities, and customers. Ability to manage multiple projects and programs simultaneously with approved budgets. Ability to understand and interpret engineering and technical data related to assigned engineering disciplines. Ability to organize, analyze, interpret, and evaluate scientific engineering problems and provide practical, cost-effective solutions. Ability to communicate and provide direction to peers and assigned personnel. Ability to observe, compare, or monitor objects and data to determine compliance with prescribed operating or safety standards. Skill in negotiations and handling conflict resolution. Skill in oral and written technical and/or general communication, including preparation of written reports. Skill in developing, reviewing, monitoring, and evaluating contracts for services and/or materials. Skill in analyzing complex data from various sources, synthesizing collected information, and developing sound decisions/recommendations for the General Manager.

### **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.

### **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.

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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"***



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