



# GUAM WATERWORKS AUTHORITY

## ATURIDÁT KINALAMTEN HÁNOM GUÁHAN PERSONNEL SERVICES DIVISION

*"Better Water. Better Lives."*

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 (Open Competitive)

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

<b>Position Title:</b> Operations & Maintenance Manager	<b>Announcement Number:</b> EOE 010-2021
<b>Salary:</b> MINIMUM: P4-B, \$52.91/HOUR \$110,052.00 PER ANNUM MAXIMUM: P5-B, \$55.06/HOUR \$114,520.00 PER ANNUM	<b>Open Date:</b> December 16, 2020 <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@quamwaterworks.org](mailto:hrjobs@quamwaterworks.org). 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)300-6073~7/6852/6899 or visit our website at [www.quamwaterworks.org](http://www.quamwaterworks.org) to view the job announcement and to download the GWA Employment Application- Form A2.

#### MINIMUM EXPERIENCE AND TRAINING:

- A. Graduation from a recognized college or university with a Bachelor's or Associate Degree in Business Management or Public Administration or closely related field.
- B. Eight (8) years of experience in the construction, operation, and maintenance of water distribution, water treatment, wastewater collections, and wastewater treatment and related systems.
- C. Four (4) years of supervisory work; or
- D. Any equivalent combination of experience and training in relation to the job class.

#### NECESSARY SPECIAL QUALIFICATIONS:

Must possess a valid GEPA Level IV certification in the area(s) of management and supervision.

#### DESIRED MINIMUM QUALIFICATIONS:

##### **Knowledge of:**

- Knowledge of management and leadership principles and practices.
- Knowledge of the standard methods, materials, practices and equipment used in the construction and maintenance of potable water and wastewater systems.
- Knowledge of the occupational hazards and safety precautions of the trade.

##### **Skill:**

- Computer Skills
- Microsoft Office
- JDE Work Order Management
- JDE Plant and Equipment Module

#### JOB DEFINITION:

Under the direction of the Assistant General Manager or General Manager, plans, organizes, directs, manages and evaluates the activities, operations, and maintenance services of either the Potable Water or Wastewater Operations and Maintenance Programs; directs and manages the development of short-term and long-term goals and objectives of GWA and ensures their effective execution; and make sure all assigned operations and functions serve the needs of GWA, while complying with applicable laws and regulations; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS & REPRESENTATIVE DUTIES:** (The duties listed below are intended only as example of the various type of work that may be performed. The omission of specific duties does not exclude them from the position if the work is comparable or related.)

- Plans and directs work in the construction and maintenance of potable water system and wastewater system to achieve short and long term GWA wide goals, objectives and work standards within areas of accountability and ensures compliance with all Guam and federal rules and regulations concerning the operation of such systems.
- Directs the development of assigned programs operating and capital improvement budgets; monitors implementation of adopted budgets.
- Plans, organizes and controls work methods of superintendents, supervisors, and system managers, establishes performance requirements and personal development target to ensure services comply with the policies and strategic direction set by the General Manager and all applicable laws and regulations.
- Participates in assessment improvement of GWA's system, community and customer needs and ensures priorities are focused on meeting those needs with high quality service consistent with GWA's mission.
- Directs and coordinates the preparation of reports and recommendations regarding programs and projects; advises the Assistant General Manager regarding these.
- Participates in negotiations with contractors, consultants, vendors and other public agencies.
- May act for the Assistant General Manager in his absence.

**KNOWLEDGE, SKILL AND ABILITY:**

- Ability to manage the water and wastewater construction and maintenance programs.
- Ability to interpret and work from sketches, diagrams and blueprints.
- Ability to recommend and implement changes in policies, procedures, materials and equipment to enhance program effectiveness.
- Ability to apply and make decisions in accordance with relevant laws, policies, procedures and other program guidelines.
- Ability to work effectively with employees and the public.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports.

**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.

  
Miguel C. Bordallo, P.E.  
GENERAL MANAGER

"WE ARE AN EQUAL OPPORTUNITY EMPLOYER"