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

07 APR 2017

GC# 34-17-374
Speaker Benjamin J.F. Cruz

APR 07 2017
Time: 3:50 [ ] AM [ ] PM File No. 34-28
Received By:

The Honorable Benjamin J. F. Cruz
Speaker, 34th Guam Legislature
34th Guam Legislature
155 Hessler Place
Hagatna, Guam 96910

Re: Filing of Guam Waterworks Authority Creation of Position:
Cross Connection Control Manager

Greetings,

Pursuant to Public Law #28-112 and on behalf of the Guam Waterworks Authority and the Consolidated Commission on Utilities, we hereby submit and file the creation of position for:

Cross Connection Control Manager

Should you have any questions or concerns, please contact our Personnel Services Division at 300-6073-6.

2017 APR -7 PM 3:59

Sincerely,

3/31/17

For MIGUEL C. BORDALLO, PE
GENERAL MANAGER

MCB: jca

xc: Personnel Services Division

0374

GUAM CONSOLIDATED COMMISSION ON UTILITIES
RESOLUTION NO. 24-FY2017

RELATIVE TO THE CREATION OF THE CROSS CONNECTION CONTROL MANAGER POSITION

WHEREAS, under 12 G.C.A. § 14105, the Consolidated Commission on Utilities ("CCU") has plenary authority over financial, contractual and policy matters relative to the Guam Waterworks Authority ("GWA"); and

WHEREAS, the Guam Waterworks Authority ("GWA") is a Guam Public Corporation established and existing under the laws of Guam; and

WHEREAS, the GWA General Manager requests the CCU to approve the creation of the Cross Connection Control Manager position; and

WHEREAS, the GWA General Manager requests the CCU to approve the classification standard of the Cross Connection Control Manager position in the classified status (Exhibits A and B); and

WHEREAS, Public Law 28-112 and 4 GCA §6303 (d) authorizes the creation of positions in Autonomous Agencies and Public Corporations; and

WHEREAS, GWA Personnel Rules and Regulations as amended by Public Law 28-159 Section 3 (C) authorizes the CCU to amend, modify or add a position to the list of certified, technical and professional positions;

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NOW BE IT THEREFORE RESOLVED, the Consolidated Commission on Utilities does hereby approve the following:

1. The recitals set forth above hereby constitute the findings of the CCU.
2. The creation and the job classification standards for the Cross Connection Control Manager position in the classified status is hereby approved and attached herein as Exhibits A and B.
3. The Cross Connection Control Manager position is hereby added to the certified, technical and professional list of positions at GWA.

RESOLVED, that the Chairman certified and the Board Secretary attests to the adoption of this Resolution.

DULY AND REGULARLY ADOPTED, this 21st day of March, 2017.

Certified by:

JOSEPH T. DUENAS
Chairperson

Attested by:

J. GEORGE BAMBA
Secretary

I, J. George Bamba, Board Secretary of the Consolidated Commission on Utilities as evidenced by my signature above do hereby certify as follows:

The foregoing is a full, true and accurate copy of the resolution duly adopted at a regular meeting by the members of the Guam Consolidated Commission on Utilities, duly and legally held at a place properly noticed and advertised at which meeting a quorum was present and the members who were present voted as follows:

AYES: 4

NAYS: 0

ABSTENTIONS: 0

ABSENT: 1

CROSS CONNECTION CONTROL MANAGER

NATURE OF WORK IN THIS CLASS:

The Cross Connection Control Manager will work under the general direction of the Assistant General Manager for Compliance and Safety to help direct and manage GWA's wide range of regulatory activities. Performs a variety of technical work in managing the development and implementation of the GWA's Cross Connection Control and Backflow Prevention Program.

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)

Supervises, plans, and coordinates operations and activities to eliminate cross connections within the water distribution system.

Enforces the Cross Connection Control and Backflow Prevention Program in accordance with Guam and Federal laws, rules, and regulations (as amended) to assure a safe drinking water supply.

Supervises subordinate Cross Connection Control Inspectors; provides technical assistance to architects, engineers, and plumbers; provides supervision and trainings to GWA staff; and maintains a variety of records, files and related documents.

Develops and implements a Cross Connection Control (CCC) and Backflow Prevention Program in accordance with Guam and Federal laws, rules, and regulations as amended, including the Federal Safe Drinking Water Act of 1974, Title 12 Guam Code Annotated Chapter 14 (Guam Waterworks Authority Act); Title 22 G.A.R.R. Chapter 7, Part II (GEPA Guidelines for Water Works Development; Title 28 G.A.R.R. Chapter 2, GWA Rules and Regulations; and the HAWAII WATER SYSTEM STANDARDS 2002, as adopted by the Consolidated Commission on Utilities through the GWA Water Resources Master Plan (WRMP) 2007. [CCU RESOLUTION NO. 11-FY2007].

Protects the public water supply from contamination or pollution due to the backflow of contaminants and/or pollutants through water service connections.

Coordinates the organization, staffing and operational activities to enforce and administer the Cross Connection Control Program. Certifies work of staff to comply with Guam and Federal laws, rules and regulations, and inspections.

Coordinates the regular surveys of industrial, agricultural and commercial facilities to determine that adequate maintenance of back-flow preventions devices are properly maintained and certified.

Coordinates the regular surveys of industrial, agricultural and commercial facilities to determine the degree of hazard that may exist to the potable water system and recommends/enforces procedures for compliance with Guam and Federal legal requirements.

Recommends appropriate action when test reports are not received within specified time limits.

Participates in the development and implementation of goals, objectives, policies, and priorities. Recommends and implements resulting policies and procedures.

Identifies opportunities for improving methods and procedures for administration of the Cross Connection Control Program. Identifies resource needs, reviews with appropriate management staff and implement improvements.

Reviews current and pending Guam and Federal laws, rules, and regulations concerning Cross Connection Control and backflow prevention to ensure that the GWA's Cross Connection Control Program meets government requirements.

Participates in the development and administration of assigned budget. Forecast funds needed for staffing, equipment, materials and supplies. Monitors and approves expenditures. Recommend adjustments as necessary.

Prepares and maintains records and reports on the Cross Connection Control Program and all backflow preventers installed in the public water system. Ensures compliance with applicable laws and regulations.

Monitors the cross connection control and backflow prevention. Oversees customer information system database.

Acts as GWA liaison with all consumers and provides technical support as needed to achieve Cross Connection Control and Backflow Prevention Program compliance.

Serves as GWA liaison with United States Environmental Protection Agency (USEPA) and Guam Environmental Protection Agency (GEPA) in matters of Cross Connection Control and Backflow Prevention.

Works with the Public Affairs Director to provide Public Outreach Training and Public Service Announcements related to Cross Connection Control and Backflow Prevention Program compliance and performance goals.

Investigates complaints related to issues with the Cross Connection Control and Backflow Prevention Program.

Recommends to the General Manager of GWA any revisions to Guam laws, rules, or regulations pertaining to the Cross Connection Control and Backflow Prevention Program.

Analyzes inspection data and other reports for compliance with Cross Connection Control and Backflow Prevention Program requirements.

Works with GWA Engineering to ensure adequate design review of new construction plans and drawings related to the Cross Connection Control and Backflow Prevention Program requirements.

Consults with, and explain cross connection control requirements, to property owners, managers, contractors, government agencies and the general public.

Coordinates Cross Connection Control Program activities with other government and non-government agencies or departments.

Meets with private, business or industrial representatives to discuss inspection findings and recommends actions to comply with Cross Connection Control and Backflow Prevention Program requirements.

Prepares and maintains records and files, including field test data, surveys, cross connection locations, approved backflow assembly inventories, etc. Maintain a log of customer contacts and inspections.

Composes correspondence, prepare forms and write reports relating to the Cross Connection Control Program.

Issues written warnings and/or fees and penalties to customers as necessary.

Participates in the employee interview/selection process. Trains, motivates and evaluates assigned staff. Provides or coordinates training. Works with employees to correct deficiencies. Implements discipline as needed.

Demonstrates various types of backflow prevention devices and train other staff in recognizing cross connection.

Oversees certified testers.

Oversee and participate in the enforcement of the Cross Connection Control Program.

Oversee, direct and coordinate the work of lower level staff.

Supervises, trains and evaluates staffs.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Ensure compliance with applicable Guam and Federal laws, rules, and regulations governing cross connection control and backflow prevention.

Participate in the development and administration of division goals, objectives and procedures.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of methods and techniques of water distribution and systems maintenance and repair.

Knowledge of occupational hazards and standard safety practices, Guam and Federal and ensure compliance with applicable laws, rules and regulations governing cross connection control and backflow prevention.

Knowledge of operation, procedures, installation and inspection of cross connection and backflow preventive devices as applied to water distribution systems.

Knowledge of principles and practices of backflow prevention and cross connection control.

Knowledge of principles of budget preparation and control.

Ability to make decisions in accordance with appropriate program guidelines.

Knowledge of troubleshoot field inspection and customer information system database issues/problems.

Ability to operate computer programs, including Microsoft Office and the customer information system database.

Ability to bring diverse stakeholders (e.g. U.S. Environmental Protection Agency, Guam Environmental Protection Agency, local business leaders, general public, GWA management, Dept. of Public Health, etc.) together in order to develop and implement an effective Cross Connection Control and Backflow Prevention Program for GWA.

Ability to coordinate duties assigned to support staff.

Ability to interpret and apply Guam and Federal policies, laws, rules, and regulations as it relates to Guam's Cross Connection Control and Backflow Prevention Programs.

Ability to communicate effectively both orally and in writing.

Skill in the supervision, training and performance evaluations of subordinates.

Skill in business letter writing and report preparation.

MINIMUM EXPERIENCE AND TRAINING:

A. Graduation from a recognized college or university with a Bachelor's Degree in engineering, science or public administration from a US accredited college ***and*** four (4) years of experience in water operations management and maintenance ***to include*** two (2) years of direct supervisory experience in a management and/or administrative capacity; **or**

B. 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 IV; ***and***

Possession of a valid AWWA or ABPA Cross-Connection Control Specialist Certification; ***and***

Possession of a valid Guam Driver's License.

ESTABLISHED:	MARCH 2017	
JOB EVALUATION POINTS:	978	
PAYGRADE:	MINIMUM:	M5-A: $62,143.00
	MAXIMUM:	M7-A: $67,292.00

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities