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

GL# 34-17-630
Speaker Benjamin J.F. Cruz

08 June 2017

JUN 13 2017
Time: 2:26 [ ] AM [ ] PM File No 34-541
Received By: Gloria

2017 JUN 13 PM 3:00

The Honorable Benjamin J. F. Cruz
Speaker, 34th Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hagatna, Guam 96910

Re: Filing of Guam Waterworks Authority's Creation of Positions:
Utility Compliance Inspector Leader, Utility Compliance Inspector II and
Utility Compliance Inspector I

Hafa Adai:

Pursuant to Public Law 28-112 and on behalf of the Consolidated Commission on Utilities and the Guam Waterworks Authority, we hereby submit and file the creation of positions for the above referenced positions.

Should you have any questions and/or concerns, please contact our Personnel Services Division at 300.6074-6.

Sincerely,

Acting GM 6/12/17

For Miguel C. Bordallo, P.E.
General Manager

MCB/zpc

Attachment

cc: Personnel Services Division

0630

CONSOLIDATED COMMISSION ON UTILITIES
Guam Power Authority | Guam Waterworks Authority
P.O. Box 2977 Hagatna, Guam 96932 | (671)649-3002 | guamccu.org

GWA RESOLUTION NO. 35-FY2017

RELATIVE TO THE CREATION OF THE UTILITY COMPLIANCE INSPECTOR SERIES OF POSITIONS

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, 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; and

WHEREAS, the GWA General Manager requests the CCU to approve the creation of the Utility Compliance Inspector Series of positions; and

WHEREAS, the GWA General Manager requests the CCU to approve the classification standards of the Utility Compliance Inspector Leader, Utility Compliance Inspector II and Utility Compliance Inspector I positions in the classified status.

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 CCU finds that The creation and the job classification standards for the Utility Compliance Inspector Leader, Utility Compliance Inspector II and Utility Compliance Inspector I positions in the classified status are hereby approved and attached herein as Exhibits A and B.
3. The CCU hereby authorizes the Utility Compliance Inspector Leader, Utility Compliance Inspector II and Utility Compliance Inspector I positions are 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 6th day of June, 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: 5

NAYS: 0

ABSTENTIONS: 0

ABSENT: 0

Utility Compliance Inspector Leader

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 findings and related 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 utilities 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 of 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.

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.

ESTABLISHED:	June 2017		
JOB EVALUATION POINTS:	787		
PAYGRADE:	MINIMUM:	J6-A	$43,648.00 Per Annum
	MAXIMUM:	J9-A	$49,184.00 Per Annum

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

Utility Compliance Inspector II

NATURE OF WORK IN THIS CLASS:

The Utility Compliance Inspector II 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 and when so designated the Utility Compliance Inspector Leader to help manage GWA's wide range of compliance and regulatory activities.

The position performs a variety of skilled and moderately technical inspection work. Employees in this class perform work independently on an ongoing basis and participate in the full range of complex work projects under closer supervision.

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 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.

Performs the sampling, inspection, monitoring and investigation of residential, industrial and commercial facilities to ensure compliance with Federal and Guam regulations and permit conditions regarding pretreatment and pollution prevention requirements.

Performs the inspection of utility's 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 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 findings and related documents.

Responds, communicates, interacts and coordinates both with 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 resolution/system improvements.

Assists the inspection on various systems and products to make sure everything has been built according to Guam or federal codes and regulations. Assists the initial, follow up and periodic inspections of water and wastewater systems projects and related installations to ensure continued compliance with all established laws, policies, regulations and principles of the program.

Participates in inspections to protect the public water supply and wastewater from contamination or pollution of contaminants and/or pollutants through water and/or wastewater interconnections.

Assists in the regular surveys of industrial, agricultural and commercial facilities to determine that adequate maintenance of devices are properly maintained and certified and determines the degree of hazard that may exist to the potable water and wastewater systems. Recommends/enforces procedures for compliance with Guam and Federal legal requirements.

Assists in follow up of recommendations or requirements for corrective actions prepared by the Office of Compliance and Safety.

Assists in the Public Outreach Training and Public Service Announcements related to Utility Protection Program Issues and performance goals.

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, installations, construction and inspection techniques, procedures, regulations, methods, maintenance and repair related to water and wastewater 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, in order 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 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 impacts on water and wastewater systems.

Knowledge of the operation of computer programs, including Microsoft Office; the customer information system database and GWA GIS system.

Skill in business letter writing and report preparation.

MINIMUM EXPERIENCE AND TRAINING:

A. Two (2) years of skilled journeyman experience in water and wastewater utility systems field work ***and*** graduation from high school; or

B. Two (2) years of experience as a Utility Inspector I; 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 II; ***and***

Possession of a valid Guam Driver's License.

ESTABLISHED:	June 2017		
JOB EVALUATION POINTS:	626		
PAYGRADE:	MINIMUM:	I4-C	$36,069.00 Per Annum
	MAXIMUM:	I7-C	$40,643.00 Per Annum

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

Utility Compliance Inspector I

NATURE OF WORK IN THIS CLASS:

The Utility Compliance Inspector I performs routine inspection work under the general direction of the Assistant General Manager (AGM) for Compliance and Safety; the direct supervision of a respective program's Manager and when so designated, the Utility Compliance Inspector Leader to help manage GWA's wide range of compliance and regulatory activities.

The position performs routine technical inspection work. Employees in this class work independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

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 routine 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.

Performs the sampling, inspection, monitors and investigates residential, industrial and commercial facilities to ensure compliance with Federal and Guam regulations and permit conditions regarding pretreatment and pollution prevention requirements.

Performs the inspection of utilities construction projects to enforce ordinances governing minimum standards and requirements of new construction, alterations, and repairs and enforces compliance with all established laws, policies, regulations and principles of the program.

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 findings and related documents.

Responds, communicates, interacts and coordinates to/with both residents and businesses on environmental complaints and on illegal and/or hazardous activities. Examines and investigates procedures used and makes reports on the findings; discusses probable cause and recommends corrective actions and problem resolution and/or recommends improvements.

Participates in inspections to protect the public water supply and wastewater from contamination or pollution of contaminants and/or pollutants through water and/or wastewater interconnection systems.

Assists the regular surveys of industrial, agricultural and commercial facilities to determine that adequate maintenance of devices are proper and certified and 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.

Assists in follow up of recommendations or requirements for corrective actions prepared by the Office of Compliance and Safety.

Assists in the Public Outreach Training and Public Service Announcements related to Utility Protection Program/Pre Treatment Issues and performance goals.

Composes correspondence, prepares forms and writes reports relating to the Program.

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 utility's 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 interact with contractors and construction personnel to ensure work activities and products meet required quality levels and standard and comply with all established laws, policies, regulations and principles of the program.

Knowledge of occupational hazards, safety precautions and standard safety practices, and 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 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 to operate computer programs, including Microsoft Office and the customer information system database and GWA GIS system.

Skill in business letter writing and report preparation.

MINIMUM EXPERIENCE AND TRAINING:

A. One (1) year of journeyman experience in water and wastewater utility systems field work ***and*** graduation from high school; or

B. One (1) yeas of experience as a Utility Inspector I; 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 I; ***and***

Possession of a valid Guam Driver's License.

ESTABLISHED:	June 2017		
JOB EVALUATION POINTS:	499		
PAYGRADE:	MINIMUM:	G4-C	$27,754.00 Per Annum
	MAXIMUM:	G7-C	$31,274.00 Per Annum

JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities