GUAM WATERWORKS AUTHORITY
ATRIDAT KINALAMTEN HANOM GUAHAN
"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) 300-6073 Fax No. (671) 300-6896

February 28, 2019

35GL-19-0210
Speaker Tina Rose Muña Barnes

2019 MAR -7 AM 11:14

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Time 1044 ( )AM ( )PM
Received By:

Speaker Tina Muna Barnes
35th Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hagatna, Guam 96910

Hafa Adai,

On behalf of the Consolidated Commission on Utilities (CCU) and the Guam Waterworks Authority (GWA), I hereby submit and file, pursuant to 4GCA, Chapter 6, § 6303(2)(C), Creation/Amendment of the Position:

Assistant General Manager of Operations

Should you have any questions and/or concerns, please contact our Personnel Services Division at 300.6073.

Si Yu'os Ma'ase,

Miguel C. Bordallo, P.E.
General Manager

xc: Human Resources Division

0210

ASSISTANT GENERAL MANAGER OF OPERATIONS (AGMO)
(Unclassified)

MINIMUM EXPERIENCE AND TRAINING:

A) Master's Degree in Engineering, Business, Public Administration or other related field; with major course of work in utility infrastructure and operations, organization, analysis and evaluation, and financial management plus 6 years of demonstrated experience and progressive responsibility in the management of operations in utilities, construction or technically related field; or

B) Bachelor's Degree in Engineering, Business, Public Administration or other related field; with major course of work in utility infrastructure and operations, organization, analysis and evaluation, and financial management plus 7 years of demonstrated experience and progressive responsibility in the management of operations in utilities, construction or technically related field.

PREFERRED SPECIAL QUALIFICATION:

- Professional Engineer (PE) License; or
- Possession of a valid Guam Environmental Protection Agency Operator Certification Level IV in Water Treatment, Water Distribution, Wastewater Collection, and Wastewater Treatment.

NECESSARY SPECIAL QUALIFICATIONS:

Experience in and knowledgeable of the water production, treatment and distribution facilities life cycles or wastewater collection and treatment facilities life cycles; cost analysis; asset management; regulatory compliance and permitting processes and experience in the system control and data acquisition (SCADA) systems and hydraulic modeling.

NATURE OF WORK IN THIS CLASS:

This is a complex work involving the planning, organizing and coordinating of all the Authority's production, distribution, collection, treatment, and operational control activities for the water and wastewater systems, including the preventive and corrective maintenance and repair of facilities to ensure systems meet high level compliance with water and wastewater standards.

The Assistant General Manager of Operations (AGMO) is responsible and accountable to the Guam Waterworks Authority's General Manager for the effective conduct of its operations to meet the established levels of service for all customers, in accordance with the Guam Safe Drinking Water Act and the Clean Water Act, associated regulations, and applicable permit requirements. The AGMO is also responsible and accountable for the managing and organizing efficient business operations in the divisions assigned. The AGMO shall also be responsible for assisting with the formulation of recommendations on policies, goals and objectives to, and implementation of plans, policies and procedures adopted by the CCU.

The AGMO serves under the direction of the General Manager. AGMO directs and manages the development of short-term and long-term goals and objectives of GWA and ensures their effective execution; makes sure all assigned operations and functions are sustainable and effectively serve the needs of GWA's ratepayers, while complying with applicable laws and regulations; and performs related duties as assigned.

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)

- The AGMO's primary responsibilities will be to manage, coordinate, and report on the six (6) operational divisions/functions of the water and wastewater systems: Water Production and Treatment; Water Distribution; Wastewater Collection; and Wastewater Treatment; Construction & Maintenance; and the W/WW System Control Center/Asset Management.

- The AGMO shall be responsible for the proper operation of the W/WW Systems Control Center (WSCC), using the appropriate staff of certified operators, technicians, trades professionals, along with hydraulic modelling and analytical tools, to effectively manage an integrate W/WW systems.

- The AGMO shall plan, organize, staff, and direct the operation of the Authority's water/wastewater systems, including the setting of operation objectives, standards, training of employees and evaluation of system operational performance.

- The AGMO shall assure compliance with the minimum Levels of Service (LOS) established by the Authority in the operation of the water and wastewater systems, and shall work with other Assistant General Managers, The Chief Financial Officer, Legal Counsel and under the direction of the General Manager, to achieve the utility wide LOS compliance at the lowest possible cost.

- The AGMO shall analyze systems operations and control performance, costs and effectiveness, and develops strategies and recommendations to increase efficiency, reliability, sustainability, compliance and security of water and wastewater services, while maintaining the lowest cost possible.

- The AGMO shall work with the General Manager in continuing, and advancing where feasible and desirable, the interoperation of and integration with military water and wastewater utility systems, in accordance with policy guidelines established by the CCU.

- The AGMO shall be responsible for the preparation of annual budget estimates for the operations divisions under his supervision.

- The AGMO shall be responsible for the preparation of capital improvement project recommendations for each operational division under his authority; and shall, work with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, implement approved CIP's in accordance with Authority's approved Capital Improvements Program.

- The AGMO shall be responsible for the development and implementation of the Authority's Asset Management Program, and shall insure that all water and wastewater system assets are properly documented, maintained, repaired and otherwise managed, and that all cost elements are properly captured to provide meaningful cost reporting to support budgets, rate cases and financial decision-making for system operation and maintenance.

- The AGMO shall provide complete and timely reports on the operations of the water and wastewater systems to the General Manager and the CCU.

- The AGMO may be appointed to serve as Acting General Manager for the Authority from time to time.

- The AGMO shall perform such other duties assigned by the General Manager.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of water treatment and production, and wastewater treatment, as well as the regulations which govern them.

- Knowledge of the designs and operating characteristics of all facilities and equipment used for the processing and distribution of water, and the collection, treatment and disposal of wastewater.

- Knowledge of the computer-based hydraulic modelling for water/wastewater systems, as well as principles, practices and procedures for the supervisory control and data acquisition in the monitoring and operation of those systems.

- Knowledge of the principles and practices of asset management, including the use of computerized maintenance management systems.

- Knowledge of the standard methods, materials, practices and equipment used in the construction, operations, repair and maintenance of potable water and wastewater systems, including ancillary infrastructure, such as roadways, drainage and other improvements.

- Knowledge of management techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Ability to analyze and evaluate engineering, statistical and financial data, conduct and direct research and develop alternatives and recommendations.
- Ability to effectively communicate with management and subordinates to convey logic and rationale, ideas, objectives and consequences.
- Ability to establish and implement effective operational programs and procedures. Established priorities for the completion of work in accordance with sound time-management methodology.
- Ability to perform a broad range of managerial responsibilities over others.
- Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- Ability to induce effective employee performance to maintain high level performance, training and safety.
- Ability to manage the water and wastewater systems repair and maintenance programs.
- Ability to understand, interpret and work from engineering drawings and technical specifications.
- Ability to recommend and implement changes in policies, procedures, materials and equipment to enhance program effectiveness.

ESTABLISHED:	February 1997
AMENDED:	January 2017
AMENDED:	February 2019

JOB EVALUATION POINTS:	1514		
PAYGRADE:	MINIMUM:	R3-D	$137,745.00 PER ANNUM
	MAXIMUM:	R4-D	$143,339.00 PER ANNUM

JOSEPH T. DUENAS, CHAIRMAN
CONSOLIDATED COMMISSION ON UTILITIES

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

RESOLUTION NO. 17-FY2019

RELATIVE TO THE APPROVAL OF THE AMENDMENT OF THE ASSISTANT GENERAL MANAGER – OPERATIONS (AGMO) (UNCLASSIFIED) JOB CLASSIFICATION STANDARD

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 amendment of the Assistant General Manager – Operations (AGMO) (Exhibit A); and

WHEREAS, the GWA General Manager requests the CCU to approve the job classification standards of the Assistant General Manager – Operations (AGMO) position in the unclassified status; and

WHEREAS, Public Law 34-131, §(e) as added and 4 GCA §6303 (d) & (2C) 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;

NOW BE IT THEREFORE RESOLVED, the Consolidated Commission on Utilities, as the Governing Body of the Guam Waterworks Authority, does hereby approve and authorize the following:

1. The recitals set forth above hereby constitute the findings of the CCU.
2. The amendment of the job classification standard for the Assistant General Manager – Operations (AGMO) position in the unclassified status is hereby approved and attached herein as Exhibit A.
3. The Assistant General Manager – Operations (AGMO) 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 26th day of February 2019.

Certified by:

JOSEPH T. DUENAS
Chairperson

Attested by:

MICHAEL T. LIMTIACO
Secretary

SECRETARY'S CERTIFICATE

I, Michael T. Limtiaco, 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

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CONSOLIDATED COMMISSION ON UTILITIES

EXHIBIT A