

1 positions in Autonomous Agencies and Public Corporations, and GWA Personnel Rules and
2 Regulations as amended by Public Law 28-159 Section 3 (C) authorizes the CCU to amend,
3 modify or add a position to the list of certified, technical and professional positions; and
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5 **WHEREAS**, GWA requests the approval of the CCU to amend the Water Meter
6 Repairer to reflect the requirements of a Water Maintenance and Repair Worker I; and
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8 **WHEREAS**, GWA requests the approval of the CCU to amend the Water Meter
9 Repairer Supervisor to reflect the requirements of a Water Meter Maintenance and Repair
10 Worker Supervisor; and
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12 **NOW BE IT THEREFORE RESOLVED**, the Consolidated Commission on Utilities
13 does hereby approve the following:
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- 15 1. The recitals set forth above hereby constitute the findings of the CCU.
- 16 2. The amendment of the Water Meter Repairer position to read Water Meter
17 Maintenance and Repair Worker I attached herein as Exhibit A.
- 18 3. The amendment of the Water Meter Repairer Supervisor position to read Water
19 Meter Maintenance and Repair Worker Supervisor attached herein as Exhibit B.
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22 **RESOLVED**, that the Chairman certified and the Board Secretary attests to the adoption
23 of this Resolution.
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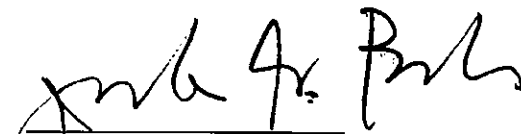
25 **DULY AND REGULARLY ADOPTED**, this 21st day of February, 2017.
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27 Certified by:

Attested by:

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31 **JOSEPH T. DUENAS**
32 Chairperson


31 **J. GEORGE BAMBA**
32 Secretary

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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:	<u>5</u>
NAYS:	<u>0</u>
ABSTENTIONS:	<u>0</u>
ABSENT:	<u>0</u>

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GUAM WATERWORKS AUTHORITY

"Better Water. Better Lives."
Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913

WATER METER MAINTENANCE AND REPAIR WORKER I

NATURE OF WORK IN THIS CLASS:

Operate, repair and maintain meter test bench facility to ensure water meters are operating efficiently. The work performed is under the guidance of Water Meter Maintenance Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed)

Organizes meters in crates for testing, segregates failed from passed.

Operates meter test bench facility.

Records meter reading results on the record form or log data in the computer used for meter management.

Responds to customer concerns and inquiries about meter reliability.

Repairs and diagnoses meters in accordance with manufacturers standards.

Checks and reports malfunctioning meters, meter tampering and general condition of meters.

Assists customers' requests for unusually high or low water meter consumption.

Reports customer complaints, and checks meters to locate abnormal consumption, irregularities, defects, damages

Tests and diagnoses electronic transmitting devices when problems occur.

Performs other related skilled duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard principles, practices and techniques in water testing, selection, installation and maintenance.

Knowledge of various meter types for water measurement and their components.

Knowledge in testing meters for accuracy of registration at flow rates and test flow quantities, both for large and small meters.

Knowledge of occupational hazards with utmost safety practices and procedures.

Knowledge of meter reading and customer billing.

Exhibit A

Ability to read meters, gauges and diagrams and record reading and maintains operating records.

Ability to repairs and diagnoses meters in accordance with manufacturers standards.

Ability to compile and log data, prepare reports and maintain records.

Ability to work under pressure and make appropriate decisions.

Ability to work effectively with the public and employees.

Ability to quickly and accurately read meters and record data

Ability to communicate effectively, both orally and in writing

Ability to communicate effectively both orally and in writing.

Performs related duties as required.

MINIMUM EXPERIENCE AND TRAINING:

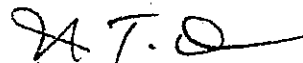
- A) One (1) year of skilled work experience in water meter testing, installation and repair; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, skills and abilities.

Note: Pursuant to PL 29-113, Section 3(c); 4GCA, Chapter 4 §4101(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.

Established: June 2016

JOB EVALUATION POINTS (JE Points): 362

PayGrade/Step:	Minimum:	E6-A	\$22,669.00 Per Annum
	Maximum:	E9-A	\$25,544.00 Per Annum



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

WATER METER REPAIRER

NATURE OF WORK IN THIS CLASS:

Performs skilled work in installing, maintaining, and repairing water meters.

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.)

Installs, removes, inspects, tests, cleans, adjusts and repairs trident, buffalo, badger, neptune and reckwell water meters and water well meters; replaces damaged meters; adjusts gears; replaces seals and gaskets; repairs inlet and outlet leaks; removes debris from meters and cleans so that proper reading can be taken; bench tests meters for accuracy in the shop; replaces meter couplings; excavates buried meters.

Answers customer complaints; investigates, repairs meters and explains reasons for high readings to customers.

Maintains records of work performed.

Performs related duties as required.

MINIMUM KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of the standard methods, materials, practices and equipment used in the installation, maintenance and repair of water meters.

Ability to maintain work records.

Ability to apply safe work practices on the job.

Ability to understand and follow oral and written instructions.

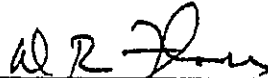
Skill in water meter repair work.

MINIMUM EXPERIENCE AND TRAINING:

(a) One year of experience in the installation, maintenance and repair of water meters; or

(b) Any equivalent combination of experience and training which provides the minimum knowledges, abilities, and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission

Pay Grade G Step 1: \$18,723 - Step 10: \$28,085



GUAM WATERWORKS AUTHORITY

"Better Water. Better Lives."
Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913

WATER METER MAINTENANCE AND REPAIR SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises, operates and maintains meter test bench facility to ensure water meters are operating efficiently. Supervises the testing of meters; installs and replaces water meters and supervises a variety of on-site adjustments to ensure appropriate recording of water consumptions.

The work performed is under the guidance of Utility Services Administrator –Operations.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed)

Plans, schedules, assigns, directs and reviews the work of employees engaged in maintaining, repairing, testing, calibrating and installing flow meters.

Supervises testing of all water meters for accuracy of registration at flow rates and test-flow quantities complying with AWWA meter testing regulations.

Supervises the preparation of work orders as necessary to address operating and maintenance issues.

Supervises the maintenance of meter testing records in Customer Care and Billing System

Prepares weekly and monthly reports of productivity and progress of meter maintenance programs and compiles annual reports.

Trains subordinates on use of meter test facility; prepares daily preschedule for the next scheduled day, or days in case of weekends and holidays.

Supervises the repair and diagnoses of meters in accordance with manufacturers standards.

Responds to customer concerns and inquiries. ✓

Prepares and oversees associated program budget.

Maintains employee time sheets and payroll records, manages the purchasing and inventory control of parts, equipment and supplies for the meter maintenance section.

Supervises the maintenance of meter testing facility's annual calibration requirements.

Maintains a report of warranty meters and communicate with vendors for the returned and replacement of these meters.

Analyzes water meter test data and report with recommendations.

Page 2 WATER METER MAINTENANCE AND REPAIR SUPERVISOR

Manages the preventive maintenance of meter test facility equipments.

Repairs meters in accordance with manufacturers standards.

Checks and reports malfunctioning meters, meter tampering and the general condition of meters; checks for unusually high or low water consumption by a customer.

Directs and storages of supplies, tools and equipment and ensures they are maintained and available for work; orders supplies, tools and equipment as needed.

Estimates the time, supplies and equipment costs of work tasks.

Tests various meter reading units and repair as necessary.

Assists Utility Worker in operations and maintenance of water systems on an as needed or emergency basis.

Performs other related skilled duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard principles, practices and techniques in water testing, selection, installation and maintenance.

Knowledge of various meter types for water measurement and their components.

Knowledge in testing meters for accuracy of registration at flow rates and test flow quantities, both for large and small meters.

Knowledge in program coordination for meter maintenance periodic testing.

Knowledge of occupational hazards with utmost safety practices and procedures.

Knowledge of meter reading and customer billing.

Knowledge of repairs and diagnoses of meters in accordance with manufacturers standards.

Ability to read meters, gauges and diagrams and record reading and maintains operating records.

Ability to compile and log data, prepare reports and maintain records.

Ability to work under pressure and make appropriate decisions.

Ability to work effectively with the public and employees.

Ability to communicate effectively both orally and in writing.

Knowledge of techniques, materials, tools, and equipment used in testing, installing/removing and repair of meters.

Ability to quickly and accurately read meters and record data.

Page 3 WATER METER MAINTENANCE AND REPAIR SUPERVISOR

Ability to work independently.

Ability to read and interpret installation and repair manuals.

Ability to compile and log data, prepare reports and maintain records.

Ability to learn the types and operation of electric metering devices.

Ability to detect abnormal consumption, irregularities, defects, damages of utility meters.

Knowledge of electronic skills and basic electrical diagnostic equipment.

Ability to follow written and oral instructions.

Ability to maintain records and prepare reports.

Ability to make work decisions in accordance with appropriate program guidelines.

MINIMUM EXPERIENCE AND TRAINING:

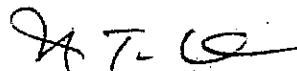
- A) Three (3) years of supervisory experience in water meter testing, installation and repair; or
- B) Four (4) years of skilled work experience in meter testing, installation and repair; or
- C) Any equivalent combination of experience and training which provides the minimum knowledge, skills and abilities.

Note: Pursuant to PL 29-113, Section 3(c); 4GCA, Chapter 4 §4101(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.

Established: June 2016

JOB EVALUATION POINTS (JE Points): 734

PayGrade/Step:	Minimum:	J4-D	\$41,530.00 Per Annum
	Maximum:	J7-D	\$46,797.00 Per Annum



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

WATER METER REPAIR SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises and participates in the installation, adjustment, maintenance and repair of water meters.

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 and participates in the installation, adjustment, maintenance and repair of water meters in the shop and field locations.

Directs the storage of supplies, tools and equipment, and ensures they are maintained and available for work; orders supplies, tools and equipment as needed.

Estimates the time and cost of work projects.

Performs complex and difficult repair work requiring a high degree of skill.

Receives and investigates customer complaints and reports.

Interprets and works from meter manuals and blueprints.

Applies and enforces safe work practices on the job.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the standard methods, materials, practices, tools and equipment used in the installation, maintenance and repair of water meters.

Ability to supervise the work of others.

Ability to estimate the time and cost of work projects.

Ability to ensure that supplies, tools and equipment are maintained and available for work projects.

Ability to interpret and work from meter manuals and blueprints.

Ability to apply and enforce safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to follow and provide oral and written instructions.

Ability to maintain records and prepare reports.

Skill in the installation, adjustment, maintenance and repair of water meters.

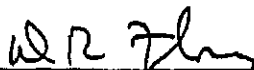
MINIMUM EXPERIENCE AND TRAINING:

(a) Four years of experience in the installation, maintenance and repair of water meters; or

(b) Any equivalent combination of experience or training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED: JULY 1980

Pay Grade H Step 1:\$ 19,974 - Step 10: \$29,085



DAVID R. FLORES, Executive Director
Civil Service Commission