



RESOLUTION NO. 11-FY2018

**RELATIVE TO THE APPROVAL OF THE CREATION OF THE LEAK DETECTION
TECHNICIAN 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, the GWA General Manager requests the CCU to approve the creation of the Leak Detection Technician series of positions (Exhibit A); and

WHEREAS, the GWA General Manager requests the CCU to approve the classification standards of the Leak Detection series of positions in the classified status; 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;

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 creation and the job classification standards for the Leak Detection Technician series of positions in the classified status is hereby approved and attached herein as Exhibit A.
3. The Leak Detection Technician series of positions is hereby added to the certified, technical and professional list of positions at GWA.
4. The authorization of the Leak Detection Technician Series of positions shall become effective January 25th, 2018.

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

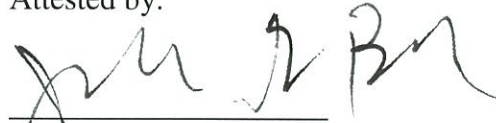
DULY AND REGULARLY ADOPTED, this 23rd day of January, 2018.

Certified by:



JOSEPH T. DUENAS
Chairperson

Attested by:



J. GEORGE BAMBA
Secretary

SECRETARY'S CERTIFICATE

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



Exhibit A

LEAK DETECTION TECHNICIAN I

NATURE OF WORK IN THIS CLASS:

Performs routine leak detection monitoring duties independently after initial training and works under close supervision on a variety of more semi-skilled 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 water leak survey and pinpointing using leak detection equipment to find hidden, unreported leaks in the water distribution system.

Provide report of all locations where water use, meter sounds or possible leak sounds exist.

Review detailed distribution system maps and locate Pressure Reducing Valves (PRVs), forgotten valves, or other system apparatus that might make the suspect sound.

If possible cause of the sound is found, the sound should be isolated and identified.

Create and record found leaks on Computerized Maintenance Management System (CMMS).

Provide GWA Systems Control Center (SCC) and Geographic Information System (GIS) a record of found leaks, utilizing leak detection form and Global Positioning System (GPS) technology.

Assist water maintenance operators, leak repair crews and contractors in locating water leaks daily or during emergency situations.

Responsible for job safety, traffic control, cleanliness and security.

Responsible for maintenance and calibration of all leak detection equipment.

Perform sequential actions to locate leaks by applying knowledge of leak detection practices.

Prepare field reports and documentation of completed tasks.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of water meters, distribution system, valves, hydrants, PRVs, air release valves, distribution system maps and curb stops on customer service connection piping.

Ability to estimate leak flows.

Ability to apply safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to understand and follow oral and written instructions.

Ability to perform arduous physical tasks and work in strained and awkward positions.

Skill in operating leak detection equipment (acoustic listeners and correlators)

MINIMUM EXPERIENCE AND TRAINING:

- A) One (1) year of experience in the water construction, maintenance and repair of water lines and related systems; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess a valid Guam Driver's License

ESTABLISHED: January 2018

JOB EVALUATION POINTS: 363
PAYGRADE: MINIMUM: G2-D \$32,336
MAXIMUM: G3-D \$33,649



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

LEAK DETECTION TECHNICIAN II

NATURE OF WORK IN THIS CLASS:

Performs skilled work in the leak detection monitoring.

Employees in this class perform full range of skilled tasks under general supervision a

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)

Perform water leak survey and pinpointing using leak detection equipment to find hidden, unreported leaks in the water distribution system.

Provide report of all locations where water use, meter sounds or possible leak sounds exist.

Review detailed distribution system maps and locate Pressure Reducing Valves (PRVs), forgotten valves, or other system apparatus that might make the suspect sound.

If possible cause of the sound is found, the sound should be isolated and identified.

Create and record found leaks on Computerized Maintenance Management System (CMMS).

Provide GWA Systems Control Center (SCC) and Geographic Information System (GIS) a record of found leaks, utilizing leak detection form and Global Positioning System (GPS) technology.

Assist water maintenance operators, leak repair crews and contractors in locating water leaks daily or during emergency situations.

Responsible for job safety, traffic control, cleanliness and security.

Responsible for maintenance and calibration of all leak detection equipment.

Perform sequential actions to locate leaks by applying knowledge of leak detection practices.

Prepare field reports and documentation of tasks completed.

Coordinate with GIS for updates of the plotted leak detection areas and develop programs for infrastructure rehabilitation.

May provide guidance with less skilled workers on assigned tasks.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of water meters, distribution system, valves, hydrants, PRVs, air release valves, distribution system maps and curb stops on customer service connection piping.

Knowledge of maintenance and calibration of leak detection equipment.

Ability to estimate leak flows.

Ability to pinpoint water losses and points of water loss using leak detection equipment to find hidden, unreported leaks in the water distribution system.

Ability to apply safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to understand and follow oral and written instructions.

Ability to perform arduous physical tasks and work in strained and awkward positions.

Skill in operating leak detection equipment (acoustic listeners and correlators)

Skill in the use and maintenance of mechanical equipment, including pumps, power generators, drills, motors, valves and hydrants.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two (2) years of experience in the water construction, maintenance and repair of water lines and related systems; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess a valid Guam Driver's License

ESTABLISHED: January 2018

JOB EVALUATION POINTS: 421
PAYGRADE: MINIMUM: I3-A \$39,871
MAXIMUM: I4-A \$41,490



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

LEAK DETECTION TECHNICIAN LEADER

NATURE OF WORK IN THIS CLASS:

Leads crew and performs complex skilled work in the leak detection monitoring.

Employees perform full range of complex skilled tasks under general supervision and leads less skilled workers on assigned tasks.

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)

Leads in water leak survey and pinpointing using leak detection equipment to find hidden, unreported leaks in the water distribution system.

Provide report of all locations where water use, meter sounds or possible leak sounds exist.

Lead the review detailed distribution system maps and locate Pressure Reducing Valves (PRV's), forgotten valves, or other system apparatus that might make the suspect sound.

If possible cause of the sound is found, the sound should be isolated and identified.

Lead the creation and recording of found leaks on Computerized Maintenance Management System (CMMS).

Provide GWA Systems Control Center (SCC) and Geographic Information System (GIS) a record of found leaks, utilizing leak detection form and Global Positioning System (GPS) technology.

Coordinate the assistance required by water maintenance operators, leak repair crews and contractors in locating water leaks daily or during emergency situations.

Lead job site safety, traffic control, cleanliness and security.

Lead maintenance and calibration of all leak detection equipment.

Perform sequential actions to locate leaks by applying knowledge of leak detection practices.

Lead the preparation of field reports and documentation of completed tasks.

Prepares and provides reports of assigned and completed reports of lower level technicians as requested.

Lead the coordination with GIS for updates of the plotted leak detection areas and develop programs for infrastructure rehabilitation.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of water meters, distribution system, valves, hydrants, PRVs (Pressure Reducing Valve), air release valves, distribution system maps and curb stops on customer service connection piping.

Ability to estimate leak flows.

Knowledge in operating leak detection equipment (acoustic listeners and correlators)

Knowledge in the use and basic maintenance of mechanical equipment, including pumps, power generators, drills, motors, valves and hydrants.

Knowledge to pinpoint water losses and points of water loss using leak detection equipment to find hidden, unreported leaks in the water distribution system.

Ability to maintain leak detection database for water losses and reporting.

Knowledge of maintenance and calibration of leak detection equipment.

Ability to apply safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to understand and follow oral and written instructions.

Ability to perform arduous physical tasks and work in strained and awkward positions.

MINIMUM EXPERIENCE AND TRAINING:

- A) Three (3) years of experience in the water construction, maintenance and repair of water lines and related systems; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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:

JOB EVALUATION POINTS:

553

PAYGRADE:

MINIMUM: J5-D \$49,821

MAXIMUM: J6-D \$51,843



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

LEAK DETECTION TECHNICIAN SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises lower level leak detection technicians, performs and participates in the leak detection monitoring of the water distribution systems.

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)

Provide leadership, supervision and guidance for the line and leak detection section of the Guam Waterworks Authority.

Supervise and implement leak detection projects.

Coach and train assigned staff on leak detection tools, techniques, procedures and best practices.

Communicate scope of work, project milestones and project findings with staff.

Supervise the creation and recording of found leaks on Computerized Maintenance Management System (CMMS).

Provide GWA Systems Control Center (SCC) and Geographic Information System (GIS) a record of found leaks, utilizing leak detection form and Global Positioning System (GPS) technology.

Coordinate the assistance required by water maintenance operators, leak repair crews and contractors in locating water leaks daily or during emergency situations.

Supervise job site safety, traffic control, cleanliness and security.

Supervise maintenance and calibration of all leak detection equipment.

Supervise the preparation of field reports and documentation.

Perform sequential actions to locate leaks by applying knowledge of leak detection practices.

Supervise the coordination with GIS for updates of the plotted leak detection areas and develop programs for infrastructure rehabilitation.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of water meters, distribution system, valves, hydrants, PRVs (Pressure Reducing Valve), air release valves, distribution system maps and curb stops on customer service connection piping.

Ability to estimate leak flows.

Knowledge in operating leak detection equipment (acoustic listeners and correlators)

Knowledge in the use and basic maintenance of mechanical equipment, including pumps, power generators, drills, motors, valves and hydrants.

Knowledge to pinpoint water losses and points of water loss using leak detection equipment to find hidden, unreported leaks in the water distribution system.

Knowledge to maintain leak detection database for water losses and reporting.

Knowledge of maintenance and calibration of leak detection equipment.

Ability to apply safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to understand and follow oral and written instructions.

Ability to perform arduous physical tasks and work in strained and awkward positions.

Ability to evaluate operational effectiveness and recommend/implement changes to enhance improvements.

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

MINIMUM EXPERIENCE AND TRAINING:

- A) Five (5) years of experience in the water construction, maintenance and repair of water lines and related systems, including two (2) years as a leak detection technician leader.

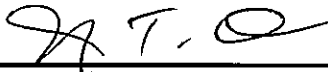
NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Water Distribution or Water Treatment Operator's Certificate Level II; **and**

Possession of a valid Guam Driver's License;

ESTABLISHED: January 2018

JOB EVALUATION POINTS: 734
PAYGRADE: MINIMUM: L3-A \$63,219
MAXIMUM: L4-A \$65,785



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities