



**GUAM WATERWORKS AUTHORITY**

**“Better Water. Better Lives.”**

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## **PETITION**

The General Manager of Guam Waterworks Authority (GWA) hereby petitions the Consolidated Commission on Utilities (CCU) for the creation and amendment of the job classification standard of positions pursuant 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, 5GCA, Chapter 10, Article 1 (Sunshine Law) and P.L. 28-159 to add the position to the Certified, Technical, and Professional (CTP) List in the unclassified service:

### ***Assistant General Manager – Engineering (Unclassified)***

For more information, please visit GWA’s website at [www.guamwaterworks.org/careers/petition](http://www.guamwaterworks.org/careers/petition) or you may contact the Human Resources Division at 300-3076-6.

MIGUEL C. BORDALLO, P.E.  
General Manager

**Justification for the new position:**

To create the Assistant General Manager – Engineering (AGM-E) job standards and salary range based on the 20th market percentile, 2017 market data; to support the Authority’s planning, engineering and permitting functions, as well as to enhance engineering support for daily operations within the Water and Wastewater Divisions; to provide effective and efficient delivery of GWA’s Capital Improvement Program for continual infrastructure renewals and replacements needed to support the delivery of safe drinking water and wastewater services to the community.

In line with adopted CCU objectives for enhanced management structure, the Authority currently employs one Assistant General Manager for Compliance & Safety, one Assistant General Manager – Administration & Support, and an (interim) Assistant General Manager – Operations, while the engineering and planning divisions of as much importance are currently functioning with a Chief Engineer (Acting) at the helm. The General Manager is requesting the creation of this Assistant General Manager – Engineering position to assign the same level of accountability, performance and responsibility over the engineering, planning, permitting and related functions of the utility, as are present for the Operations, Compliance & Safety, and Administrative functions, thus enhancing effective operation and responsiveness, consolidating communications directly with the General Manager while at the same time, impacting effectiveness of Supervising Senior Engineers and Managers, who are responsible for capital improvements, capital maintenance, construction and permitting services to enhance our water and wastewater systems.

Analysis of similarities and differences between the positions to be created and the positions listed pursuant to 4GCA §4101.1:

Upon conducting an analysis of similarities and differences, management has determined the requirements of the Chief Engineer position is similar to the Assistant General Manager – Engineering, but that a Water/Wastewater Operator’s Certification Level IV is a preferred special qualification as the Authority progresses in making engineering support in operations a priority for improved performance. As compared to other Assistant General Manager positions, the possession of a college degree and Professional Engineer License is required to qualify for the position. Therefore, it is management’s petition to create the job standard and qualification requirements of the Assistant General Manager – Engineering (AGM-E) position to meet CCU adopted objectives and the continuous improvement of the Authority’s operations.

**Position Description:** See attached

**Compensation:**

The minimum and maximum salary range follows the Strategic Pay Methodology based on the 20<sup>th</sup> market percentile; 2017 market data for this unclassified, certified, technical and professional position and comparable with other US jurisdictions and/or the American Waterworks Association (AWWA) salary surveys as follows:

Benchmark Position	Year	Implementation Ranges @ 20th Market Percentile (2017 Market data) - 5 Spread								
		JE Points	Structural Adjustment - MIN				Structural Adjustment - MAX			
		0	Base Salary	Grade	Step	Sub Step	Base Salary	Grade	Step	Sub Step
Assistant General Manager – Engineering	2017	1514	\$144,772	R	5	A	\$150,650	R	6	A

**Fiscal note as required by 2GCA §9101 et seq.:**

GWA certifies that this position is budgeted, and that funding is available for the recruitment and retention of the amended certified, technical and professional position. The funding of this position does not have an impact on the General Fund.



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MIGUEL C. BORDALLO, P.E.  
General Manager

## **Assistant General Manager – Engineering (AGME) (Unclassified)**

### **NATURE OF WORK IN THIS CLASS:**

The Assistant General Manager of Engineering (AGM-E) serves under the direction of the General Manager. This is a complex work involving in the planning, permitting, organizing, coordinating, design, construction inspection, construction management, and operations support including the preventive and corrective maintenance and repair of facilities to ensure systems meet high level compliance with water and wastewater standards for Guam Waterworks Authority (GWA) water and wastewater facilities.

The AGM-E is responsible and accountable to the Guam Waterworks Authority's General Manager for the effective planning, design, construction and post-construction engineering support of all facilities required to conduct 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 AGM-E also responsible and accountable for the managing and organizing efficient business operations of the engineering department and a multi-disciplinary engineering staff. The AGM-E 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 Consolidated Commission on Utilities (CCU).

AGM-E directs and manages the development and execution of GWA's short and long-term capital improvement and capital maintenance goals and objectives; makes sure all assigned operations and functions are sustainable and effectively serve the needs of GWA's ratepayers, while complying with adopted and industry standards, 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)

Directs Guam Waterworks Authority's (GWA) engineering department resources to carry out its duties, functions and responsibilities; Develops goals and priorities; Provides leadership, directions and guidance for the engineering division.

Directs all GWA planning, permitting and new area development activities in accordance with GWA service rules and regulations, Guam building and development laws, regulations, codes and adopted GWA engineering and construction standards.

Directs all engineering design and construction activities including management of staff and oversight of consultants to ensure that results are accomplished efficiently and in accordance with acceptable standards for quality and technical integrity, and in compliance with applicable laws, regulations, policies, and procedures.

Oversees the preparation, administration, monitoring and periodic updating of five (5) year Capital Improvement Program (CIP), twenty (20) year Water Resources Master Plan and related activities. Directs the planning, development, and monitoring of the Engineering budget to ensure the most efficient use of resources, adherence to established guidelines, and accurate and timely reporting of budgetary information.

Directs the effective conduct of Engineering operations to meet the established levels of service for all customers, in accordance with the GWA's Water Resources Master Plan, Safe Drinking Water Act and the Clean Water Act, associated regulations and applicable permit requirements.

Directs contracting for Engineering, including the issuance of all requests for proposals, contracts for professional services, and associated contract amendments related to the Capital Improvement Program. Approves construction contracts and related faithful performance and payment bonds, construction change orders, and extra work for execution.

Reviews, analyzes and evaluates performance and operation of Engineering division and develops strategy for implementing changes benefiting the organization.

Directs the preparation of reports and documents as requested by the General Manager for Consolidated Commission on Utilities (CCU) meetings; make presentations to the CCU and other stakeholders, as required, to keep them apprised of GWA's engineering program activities.

Evaluates and analyzes issues and recommends solutions. Assures effective communication strategies among GWA management team members. Serves as liaison between GWA Engineering Division and various local, territorial government, and federal organizations and agencies. Assures the satisfaction of internal and external customers. Leads departmental and division quality improvement initiatives.

Directs critical engineering activities to maintain project schedules; determine corrective action necessary to meet project objectives and implement required modifications to ensure successful completion of program.

Facilitates the resolution of problems and conflicts relating to engineering issues; Promotes technical guidance on engineering issues to technical and professional staff, the general public and government officials. Advises the General Manager (GM) and Consolidated Commission on Utilities (CCU) on technical and engineering issues.

Develops and implements design and construction standards, policies, and standard operation procedures as required to maintain and/or improve work results of the department.

Directs management of construction projects with Engineering Managers and Supervisors, operations personnel, local and federal government authorities and community groups. Collaborates with Assistant General Manager – Compliance & Safety on developing managing Court ordered projects timelines and meeting regulatory requirements.

Directs complex engineering projects and studies to ensure that GWA's short and long-term interests and needs are met. Directs engineering support of preventive maintenance and other facilities operation programs; Oversees planning of engineering economy evaluations of equipment alternatives and recommends projects with better life cycle costs.

Performs other duties as assigned or required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of water and wastewater facility design, construction, maintenance and operating principles.

Knowledge of US Environmental Protection Agency (USEPA) and Guam Environmental Protection Agency (GEPA) Safe Drinking Water and Clean Water Regulations, the National Pollutant Discharge Elimination System (NPDES) permit program, and water/wastewater utility rules, regulations, ordinances, codes administrative orders and other operational guidelines and directives.

Knowledge of conventional and Global Positioning System (GPS) survey principles and practices.

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 business strategies and organizational management theories and practices; budget development, implementation and administration; personnel management practices and regulations; public sector contracting practices and regulations.

Ability to lead a large multifunctional division.

Ability to analyze and evaluate engineering, statistical and financial data, conduct and direct research and develop alternatives and recommendations.

Ability to analyze engineering problems; exercise judgment and discretion.

Ability to recommend and implement changes in policies, procedures, materials and equipment to enhance program effectiveness.

Ability to develop and oversee a multimillion-dollar operating budget.

Ability to interpret and apply federal and local laws and complex governmental regulations, pertaining to work.

Ability to analyze situations accurately and make independent engineering judgments to provide information, take effective action, and resolve physical and construction support issues.

Ability to effectively communicate orally and in writing on technical subject matters to technical and non-technical audiences.

Ability to establish and maintain collaborative working relationships with all levels within the Authority, contractors, local, territorial government, and federal organizations and agencies.

Skill to develop written specifications, scopes of work and requests for proposals for engineering services.

Skill in analyzing and interpreting data to produce technical reports and recommendations on a wide variety of engineering issues.

Skill in evaluating the work of contractors and consultants for compliance with project plans, specifications and applicable laws, ordinances and policies.

Skill to mentor, develop, and motivate staff.

Skill in creating and delivering presentations to large groups, executive management, and the CCU

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Bachelor's degree in Engineering from an Accreditation Board of Engineering and Technology (ABET) accredited University; AND 10 (ten) years of engineering experience in planning, design, construction, and operations of wastewater and water systems, including five (5) years which shall have been in a supervisory capacity; AND Current registration as a Professional Engineer on Guam, or current registration as a Professional Engineer by any state or US territory and the ability to obtain registration on Guam within one (1) year of hire; OR
- B. Master's degree in Engineering from an Accreditation Board of Engineering and Technology (ABET) accredited University; AND 9 (nine) years of engineering experience in planning, design, construction, and operations of wastewater and water systems, including five (5) years which shall have been in a supervisory capacity; AND Current registration as a Professional Engineer on Guam, or current registration as a Professional Engineer by any state or US territory and the ability to obtain registration on Guam within one (1) year of hire.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid Guam Environmental Protection Agency Operator Certification Level IV in Water Treatment, Water Distribution, Wastewater Collection OR Wastewater Treatment.

ESTABLISHED: November 2020

JOB EVALUATION POINTS: 1514

PAYGRADE/STEP	MINIMUM:	R5-A; \$144,772
	MAXIMUM:	R6-A; \$150,650

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JOSEPH T. DUENAS, Chairman  
Consolidated Commission on Utilities