



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

RESOLUTION NO. 05-FY2021

**RELATIVE TO THE APPROVAL OF THE CREATION OF THE
ASSISTANT GENERAL MANAGER -ENGINEERING (AGME) (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 creation of the Assistant General Manager – Engineering (AGME) (Unclassified) position (Exhibit A); and

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

WHEREAS, Public Law 34-131, Section 2, §6303(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;

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: 5

NAYS: Ø

ABSENT: Ø

ABSTAIN: Ø

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Assistant General Manager – Engineering (AGME) (Unclassified)

NATURE OF WORK IN THIS CLASS:

The Assistant General Manager of Engineering (AGME) 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 AGME 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 AGME also responsible and accountable for the managing and organizing efficient business operations of the engineering department and a multi-disciplinary engineering staff. The AGME 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).

AGME 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



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities