



## 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 of the job classification standard of position pursuant to Public Law 34-131, §(e) as added and 4GCA §6303 (d) and (2C) authorized the creation of position in Autonomous Agencies and Public Corporation; 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 classified service.

### PLANT INSTRUMENT TECHNICIAN SUPERVISOR

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:**

The creation of the Plant Instrument Technician Supervisor position is for the efficient and effective performance of duties and functions of the Guam Waterworks Authority’s Plant Instrument Technician Section. The creation of this position is necessary to explicitly identify Utility based job specifications for the existing Plant Instrument Technician series of positions. This position is necessary to supervise Plant Instrument Technicians and to participate in the installation, maintenance and repair of the electrical and control system, electrical equipment, instruments and components of an industrial utility plant, including System Control and Data Acquisition (SCADA) systems and components.

The Authority does not currently employ a Plant Instrument Technician Supervisor, thus limiting the GWA’s ability to establish a clear and concise path and structure for the Plant Instrument Technician levels within the agency. The creation of the Plant Instrument Technician Supervisor position will allow for the proper staffing and workforce planning to increase competence, productivity and efficiency. Currently there is no Supervisor position in the Organizational Chart, and the ranking goes from a Leader position to a Superintendent, resulting in gaps in responsibility and leadership from one level to the other.

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

Although there is a position in existence within the Government of Guam, this position is being created specifically for the GWA Water and Wastewater industrial utility plant.

**Proposed Job Standard:** 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 |       |      |          |
|  |      |  | Base Salary                 | Grade | Step | Sub Step | Base Salary                 | Grade | Step | Sub Step |
|  |      |  |                             |       |      |          |                             |       |      |          |
| Plant Instrument Technician Supervisor | 2021 | 911  | \$73,395                    | L     | 6    | D        | \$76,375                    | L     | 7    | D        |

**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 government of Guam General Fund.



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MIGUEL C. BORDALLO, P.E.  
General Manager

# Plant Instrument Technician Supervisor (PROPOSED)

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

Supervises and participates in the installation, maintenance and repair of the electrical and control systems, electrical equipment, instruments and components of an industrial utility plant, including System Control and Data Acquisition (SCADA) systems and components.

Supervises the programs and activities in the repair and maintenance of the Guam Waterworks Authority's plant facilities, electronic industrial control equipment and other related electrical systems.

Supervises the daily activities performing repairs and preventive maintenance in accordance with utility standards.

**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.)

Supervises and performs work in the test operation of instruments; analyzes defects and makes recommendation of necessary repairs on mechanical, electrical and pneumatic instruments.

Supervises and participates in the maintenance and repair of mechanical, electrical, and pneumatic instrumentation and control systems, electrical equipment, instruments and SCADA system components.

Coordinates, monitors and evaluates SCADA work performed by contracted vendors

Performs repair tasks requiring a high degree of skill in the electrical trade.

Implements agency policies for personnel, training, and safety.

Trains and instructs subordinates in work methods and procedures, proper use of tools and equipment, safety practices and regulations, work policies and electrical codes and standards.

Schedules, assigns, plan and monitor the work of the electrical shop personnel performing a variety of electrical and instrument projects.

Prioritizes tasks, schedules and distributes work assignments and ensures that personnel are completing work on schedule. Monitors and maintains the CMMS or other related software for information.

Reviews plans for future systems upgrade and installation to insure compatibility with existing electrical codes and maintenance standards.

Prepares material, labor estimates and monitors the acquisition and use of materials; ensures budgeting guidelines are met; prioritizes shop expenditures to stay within budget and assists in preparation of capital and operating budgets.

Maintains records and prepares reports.

Performs other related work as required.

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the standard principles, methods, practices, techniques, tools and test equipment used in the installation, maintenance and repair of mechanical, electrical and pneumatic instruments, and data monitoring, acquisition and control systems of an industrial utility plant.

Knowledge in the interpretation of electrical diagrams, wiring diagrams, electrical and electronic schematics. Knowledge of system functions of an industrial utility plant.

Knowledge of supervisory and personnel principles, practices and techniques an supervise the work of others.

Ability to make work decisions in accordance with laws, rules and regulations and to apply agency's policies.

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

Ability to read, interpret and work from blueprints, sketches and wiring diagrams.

Ability to prepare time and material cost estimates of work projects.

Ability to effectively work and communicate both verbally and in writing with the public and employees.

Ability to creates work orders and generates reports using the utility's work generating and reporting software or other related software used.

Ability to perform arduous physical tasks, including climbing, stooping, lifting of tools and equipment and working in strained and awkward positions.

Ability to maintain records and prepare reports.

Skill in the use and care of tools and equipment of the trade.

### **MINIMUM EDUCATION AND TRAINING**

- A). Successful completion of a vocational technical training apprenticeship program in applied electrical, electronics and instrumentation technology **AND** four (4) years of experience in electrical-electronic repair, installation and maintenance of electrical plant control system, electrical equipment, instruments and components of an industrial utility plant; **AND** twenty-four (24) months of experience at the journeyman level or higher in the related field; **OR**
- B). Associates Degree of Science, in applied electrical, electronics or instrumentation technology **AND** three (3) years of experience in electrical-electronic repair, installation and maintenance of electrical plant control system, electrical equipment, instruments and components of an industrial utility plant **AND** eighteen (18) months of experience at the journeyman level or higher in the related field; **OR**

- C). Six (6) years of experience at the skilled level or higher in electrical-electronic repair, installation or maintenance of electrical plant control system, electrical equipment, instruments and components of an industrial utility plant or related field.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possess a valid Guam Driver's License.

**PREFERRED CERTIFICATION**

Certification in SCADA, PLCs, Automation or System Integration

Established: September 2021

JDE Points: 911

Implementation Range: Minimum: L6-D \$73,395/annum; \$35.29/hour

Maximum: L7-D \$76,375/annum; \$36.72/hour

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JOSEPH T. DUENAS, Chairman  
Consolidated Commission on Utilities