

**GUAM WATERWORKS AUTHORITY**

**"Better Water. Better Lives."**

Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913  
P.O. Box 3010, Hagatna, Guam 96932

Personnel Services Division Tel. Nos: 300-6073-6

APR 07 2016

73-10-1511  
Office of the Speaker  
Judith T. Won Pat, Ed.D

Speaker Judith T. Won Pat, Ed.D  
33rd Guam Legislature  
155 Hessler St.  
Hagatna, Guam 96910

Date: 04-07-16  
Time: 4:47 PM  
Received By: [Signature]

Re: Filing of Guam Waterworks Authority creation of position: Water & Wastewater Systems Control Dispatcher I

Greetings,

Pursuant to Public Law #28-112 and on behalf of the Guam Waterworks Authority and the Consolidated Commission on Utilities, we hereby submit and file the creation of position for:

Water & Wastewater Systems Control Dispatcher I

Should you have any questions or concerns, please contact our Personnel Services Division at 300-6073-6.

Sincerely,

[Signature]  
3-31-16  
MIGUEL C. BORDALLO, PE  
GENERAL MANAGER 4-28-16

2016 APR 11 PM 4:29

MCB/jca

xc: GWA HR

1511

1 **GUAM CONSOLIDATED COMMISSION ON UTILITIES**

2 **RESOLUTION NO. 24-FY2016**

3 **RELATIVE TO THE CREATION OF THE WATER & WASTEWATER SYSTEMS**  
4 **CONTROL DISPATCHER I POSITION**

5  
6 **WHEREAS**, under 12 G.C.A. § 14105, the Consolidated Commission on Utilities  
7 (“CCU”) has plenary authority over financial, contractual and policy matters relative to the  
8 Guam Waterworks Authority (“GWA”); and

9  
10 **WHEREAS**, the Guam Waterworks Authority (“GWA”) is a Guam Public Corporation  
11 established and existing under the laws of Guam; and

12  
13 **WHEREAS**, the GWA General Manager requests the CCU to approve the creation of  
14 the Water & Wastewater Systems Control Dispatcher I position; and

15  
16 **WHEREAS**, the GWA General Manager requests the CCU to approve the  
17 classification standard of the Water & Wastewater Systems Control Dispatcher I classified  
18 position; and

19  
20 **WHEREAS**, Public Law 28-112 and 4 GCA §6303 (d) authorizes the creation of  
21 positions in Autonomous Agencies and Public Corporations; and

22  
23 **WHEREAS**, GWA Personnel Rules and Regulations as amended by Public Law 28-  
24 159 Section 3 (C) authorizes the CCU to amend, modify or add a position to the list of  
25 certified, technical and professional positions; and

26  
27 **WHEREAS**, there is no change in the job evaluation points and compensation  
28 allocated to the position;

1           **NOW BE IT THEREFORE RESOLVED**, the Consolidated Commission on Utilities,  
2 as the Governing Body of the Guam Waterworks Authority, does hereby approve and authorize  
3 the following:

- 4
- 5           1. The recitals set forth above hereby constitute the findings of the CCU.
  - 6           2. The creation and the job classification for the Water & Wastewater Systems  
7           Control Dispatcher I classified position is hereby approved and attached  
8           herein as Exhibits A and B.
  - 9           3. The Water & Wastewater Systems Control Dispatcher I position is hereby  
10           added to the certified, technical and professional list of positions at GWA.

11

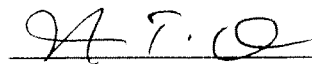
12           **RESOLVED**, that the Chairman certified and the Board Secretary attests to the  
13 adoption of this Resolution.

14

15           **DULY AND REGULARLY ADOPTED**, this 22<sup>nd</sup> day of March, 2016.

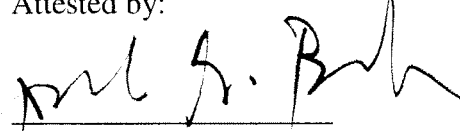
16

17 Certified by:

18 

19 **JOSEPH T. DUENAS**  
20 Chairperson

Attested by:

21 

22 **J. GEORGE BAMBA**  
23 Secretary

24

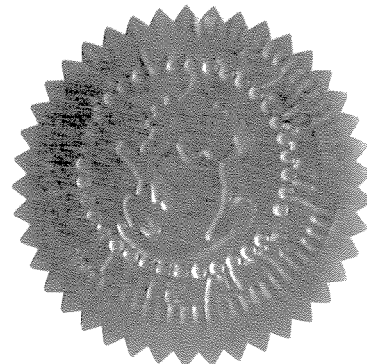
25 **I, J. George Bamba**, Board Secretary of the Consolidated Commission on Utilities as  
26 evidenced by my signature above do hereby certify as follows:

27

28 The foregoing is a full, true and accurate copy of the resolution duly adopted at a  
29 regular meeting by the members of the Guam Consolidated Commission on Utilities,  
30 duly and legally held at a place properly noticed and advertised at which meeting a  
31 quorum was present and the members who were present voted as follows:

32

AYES:	<u>          3          </u>
NAYS:	<u>          0          </u>
ABSTENTIONS:	<u>          0          </u>
ABSENT:	<u>          2          </u>



## **WATER & WASTEWATER SYSTEMS CONTROL DISPATCHER I**

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

This position involves the skilled water and wastewater systems dispatch work under the guidance of a Chief Water/Wastewater System Dispatcher

**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)

Performs skilled work in the operation of water and wastewater systems controls to dispatch appropriate distribution, production, collection and treatment of the water and wastewater infrastructures.

Performs skilled work in reading various computer screens, maps, on-line circuit diagrams indicating infrastructure conditions; operates remotely controlled sub-monitoring systems.

Performs skilled work in directing operations field crews to isolate troubled areas in monitoring the water and wastewater grids to ensure safety of personnel and to minimize interruption of water services.

Performs skilled work in data and events logging, maintenance of records and preparing reports.

Performs other related skilled work as required.

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

Knowledge of the standard principles, practices and techniques in the water and/or wastewater systems.

Knowledge of the Supervisory Control and Data Acquisition (SCADA) System for water and/or wastewater systems.

Ability to perform water and/or wastewater dispatching/control work.

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.

Skilled work in the operations, installation and maintenance of a water and/or wastewater system of a utility.

Skill in the scheduling of the operation and maintenance of the water and wastewater systems.

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Successful completion of a water or wastewater utility apprenticeship program; or
- B. Three (3) years of work experience as a journey level water or wastewater utility operator and certified as a level II water or wastewater operator; or
- C. Four (4) years of skilled work experience in a water or wastewater utility systems operations and maintenance that includes collection, distribution, electrical, instrumentation, treatment, mechanical and meter facilities.

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: March 2016

Pay Grade: Minimum: I5B; \$37,162  
Maximum: I8B; \$41,875



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JOSEPH T. DUENAS, Chairman  
Consolidated Commission on Utilities