

GUAM WATERWORKS AUTHORITY

"Better Water. Better Lives."

Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913
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33-16-1665
Office of the Speaker
Judith T. Won Pat, Ed.D

MAY 20 2016 date: 5/20/16
Time: 2:12 pm
Received By: [Signature]

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

Re: Filing of Guam Waterworks Authority Creation of Position: Water & Wastewater Systems Control Dispatcher II

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 II

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

Sincerely,

[Signature] 5/20/16
MIGUEL C. BORDALLO, PE
GENERAL MANAGER

MCB: jca

xc: Personnel Services Division

1665

2016 MAY 23 PM 2:26

EXHIBIT A



GUAM WATERWORKS AUTHORITY

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Tel: (671) 300-6846

PETITION

I hereby petition the Consolidated Commission on Utilities (CCU) for the creation of the certified, technical, professional (CTP) position pursuant to Public Law 28-112, Section 9 (4GCA, Chapter 6, §6303(d)) and to add the position to the CTP listing.

CREATION:

Water & Wastewater Systems Control Dispatcher II (Classified)

Background Information:

The Guam Waterworks Authority (GWA) has determined a need to create the Water & Wastewater Systems Control Dispatcher II position to optimize the operations and maintenance of the water and wastewater systems infrastructures. This creation is critical to the operations of the Authority to improve the safety, efficiency and reliability of the system and will result in improved services and reduce cost to our rate payers.

Under the direct supervision of the Chief Water/Wastewater System Dispatcher, the purpose of the created position is to monitor the Supervisory Control and Data Acquisition (SCADA) computerized system of the authority to prevent or minimize emergency outages and ensure the facilities function properly and efficiently. The position requires analyzing data to dispatch and accurately communicate to field crews the remote monitoring alarms received from field instrumentation and transmitting systems.

The GWA is engaged in the procurement and implementation of the Supervisory Control And Data Acquisition (SCADA) to improve its services through the development of updated technology to monitor its water and wastewater infrastructures.

Justification for the new positions:

The creation of this position is for the efficient and effective performance management of the responsibilities, duties and functions of the GWA's Water and Wastewater infrastructures.

The created positions will be staffed to operate the Supervisory Control And Data monitoring and control system together with the Trouble Dispatch Section personnel for GWA to successfully improve the safety, efficiency and the reliability of the water and wastewater infrastructures. This will also result in improved services and reduced costs to our rate payers.

Water & Wastewater Systems Control Dispatcher II: is a new position for the GWA and involves the operation and monitoring the water & wastewater system controls to synchronize the distribution, production, collection and treatment of the water and wastewater infrastructures.

The primary function of this position is to coordinate the daily operations and emergency maintenance of the water and wastewater infrastructures; may coordinate and recommend to the Engineering and Operations department improvements necessary to address technical customer complaints, may dispatch and recommend to field crews the operations of booster pump stations, wells and tanks to ensure adequate, efficient and reliable transfer of water across the island.

The work performed is under the guidance and supervision of the Chief Water & Wastewater Systems Control Dispatcher.

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

The above positions are new for GWA. These creations will provide a higher echelon of positions within the water and wastewater divisions. The need for increased and legitimized authority in both operations and maintenance and fiscal affairs due to an increase in infrastructure improvement projects.

Job Specifications: Attached

Compensation:

Proposed pay range and demonstration of compliance with 4GCA, Chapter 6, §6301:

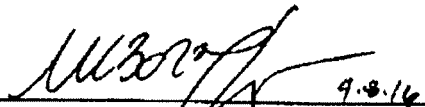
When the job standards and qualification factors are taken into consideration and the new position is slotted, the resultant new pay grade under the implemented compensation structure and per annum is as follows:

Position Title	Job Evaluation Points	Paygrade/Step	Per Annum: Min/Max
Water & Wastewater Systems Control Dispatcher II	788	J6-B	\$44,084
		J9-B	\$49,675

As indicated in the table above, the salary ranges shown in minimum and maximum are at the 15th Market Percentile for this classified, CTP position and are comparable with other US jurisdictions and/or the American Waterworks Association (AWWA) salary surveys.

Fiscal Note as Required by 2GCA, Chapter 9, §9101 et. Seq.:

GWA certifies that these positions are budgeted and that funding is available for the filling and retention of its CTP newly created positions. The funding of this position does not have an impact on the General Fund.


MIGUEL C. BORDALLO, P.E.
General Manager

WATER & WASTEWATER SYSTEMS CONTROL DISPATCHER II

NATURE OF WORK IN THIS CLASS:

Operates and monitors the water & wastewater system controls to synchronize the distribution, production, collection and treatment of the water and wastewater infrastructures.

The work performed is under the guidance of the Chief Water & Wastewater Systems Control 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)

Exercises functional control of field division operating personnel in carrying out the duties of dispatching water, wastewater and power operation schedules and orders to various water, wastewater and power facilities.

Responsible for water wells and water treatment plants system levels, water flows and water pressure to insure continuous adequate water supply of water to all areas of the system; monitors generation resources, power demand, frequency and control errors for efficient and proper operation.

Make entries and maintains a log of daily water levels, water flows, water pressure, generation resources, power demand frequency and control errors. Prepare work orders as necessary to address operating and maintenance issues. Prepares and issues routine switching orders and clearances.

Coordinate, direct and record all operation and maintenance activities directly impacting the system operations.

Monitor all lift stations for efficient and reliable operations.

Coordinate with the engineering and operations department on improvements needed in the system.

Coordinate the daily operations and emergency maintenance of the system and ensuring safety measures are carried out.

Address customer complaints and coordinate with the appropriate operating entity to address and resolve.

May guide and lead lower level dispatchers as assigned.

Performs other related skilled duties 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 to direct dispatchers to ensure safe, efficient and effective water and/or wastewater systems.

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Knowledge in water and/or wastewater systems dispatching, JDE Work Order Management and Plant and Equipment Management Asset Management Module and other pertinent applications.

Knowledge of the operations of equipment at various stations, monitoring level indicators, pressure gauges, automatic and remote control devices, chemical feeders and other auxiliary equipment; makes necessary adjustments and reports unusual occurrences or malfunctions accordingly.

Knowledge of capital and operational improvement projects to recommend improvement of the water and/or wastewater systems.

Knowledge of occupational hazards with utmost safety practices and procedures

Ability to perform and lead in 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. Three (3) years of experience as a Water & Wastewater Systems Control Dispatcher I; or
- B. Four (4) years of work experience in a water or wastewater utility operations and certified as a level III in a water or wastewater operator; or
- C. Six (6) years of 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: April 2016

Pay Grade: Minimum: J6B; \$44,084
Maximum: J9B; \$49,675



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

EXHIBIT B



GUAM WATERWORKS AUTHORITY

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888 Route 15, Mangilao, Guam 96913

HUMAN RESOURCES DIVISION

P R E S S R E L E A S E

The Guam Waterworks Authority (GWA) petitions the Consolidated Commission on Utilities (CCU):

Amended Creation of Position:

Water & Wastewater Systems Control Dispatcher II (Classified)

This announcement is in compliance with Public Law #28-112 governing the transparency and disclosure. The petitions are required by 4GCA, Chapter 6, §6303(d) (added by Public Law 28-112). The petition is also required by 4GCA §6205 and §6303 as public documents for the purposes of 5 GCA, Chapter 10, Article 1 (The Sunshine Law).

For more information, please visit the Guam Waterworks Authority's website at www.guamwaterworks.org/careers/petition or you may contact the GWA Human Resources Division at 300-6076/6074.



MIGUEL C. BORDALLO, PE
GENERAL MANAGER