



GUAM WATERWORKS AUTHORITY

"Better Water, Better Lives."

Gloria B. Nelson Public Service Building | 688 Route 15 | Mangilao, Guam 96913

Tel: (671) 300-6073-76

NOV 01 2016

73-16-2145

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

Office of the Speaker
Judith T. Won Pat, Ed.D

Date: 11-01-16

Time: 2:26 PM

Received By: [Signature]

Greetings,

On behalf of the Consolidated Commission on Utilities (CCU) and the Guam Waterworks Authority (GWA), I hereby submit and file, pursuant to Public Law #28-112, Creation of Positions:

Water Meter Maintenance and Repair I
Water Meter Maintenance and Repair II
Water Meter Maintenance and Repair Supervisor

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

Sincerely,

[Signature]
MIGUEL C. BORDALLO, PE
GENERAL MANAGER

xc: Human Resources Division

2016 NOV -3 12 10:21

2145

1
2 **GUAM CONSOLIDATED COMMISSION ON UTILITIES**
3 **RESOLUTION NO. 57-FY2016**

4 **RELATIVE TO THE CREATION OF THE WATER METER MAINTENANCE AND**
5 **REPAIR WORKER I, WATER METER MAINTENANCE AND REPAIR WORKER II**
6 **AND WATER METER MAINTENANCE AND REPAIR SUPERVISOR POSITIONS**

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

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

14
15 **WHEREAS**, the GWA General Manager requests the CCU to approve the creation of
16 the Water Meter Maintenance and Repair Worker I, Water Meter Maintenance and Repair
17 Worker II, and the Water Meter Maintenance and Repair Supervisor positions; and

18
19 **WHEREAS**, the GWA General Manager requests the CCU to approve the
20 classification standards of the Water Meter Maintenance and Repair Worker I, Water Meter
21 Maintenance and Repair Worker II and Water Meter Maintenance and Repair Supervisor
22 classified positions; and

23
24 **WHEREAS**, Public Law 28-112 and 4 GCA §6303 (d) authorizes the creation of
25 positions in Autonomous Agencies and Public Corporations; and

26
27 **WHEREAS**, GWA Personnel Rules and Regulations as amended by Public Law 28-
28 159 Section 3 (C) authorizes the CCU to amend, modify or add a position to the list of
29 certified, technical and professional positions; and

30
31 **WHEREAS**, there is no change in the job evaluation points and compensation
32 allocated to the position;


1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32

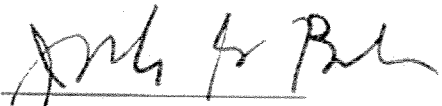
NOW BE IT THEREFORE RESOLVED, the Consolidated Commission on Utilities, as the Governing Body of the Guam Waterworks Authority, does hereby approve and authorize the following:

1. The recitals set forth above hereby constitute the findings of the CCU.
2. The creation and the job classifications for the Water Meter Maintenance and Repair Worker I, Water Meter Maintenance and Repair Worker II and Water Meter Maintenance and Repair Supervisor classified positions are hereby approved and attached herein as Exhibits A and B.
3. The Water Meter Maintenance and Repair Worker I, Water Meter Maintenance and Repair Worker II and Water Meter Maintenance and Repair Supervisor positions are hereby added to the certified, technical and professional list of positions at GWA.

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

DULY AND REGULARLY ADOPTED, this 27th day of September, 2016.

Certified by:

JOSEPH T. DUENAS
Chairperson

Attested by:

GEORGE BAMBA
Secretary

//

//

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32

I, **J. George Bamba**, 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:	<u>3</u>
NAYS:	<u>0</u>
ABSTENTIONS:	<u>0</u>
ABSENT:	<u>2</u>

///

///

///

///

///

///

///

///



GUAM WATERWORKS AUTHORITY

"Better Water, Better Lives."

Gloria B. Nelson Public Service Building | 688 Route 15 | Mangilao, Guam 96913

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 positions to the CTP listing.

CREATION:

Water Meter Maintenance and Repair Worker I
Water Meter Maintenance and Repair Worker II
Water Meter Maintenance and Repair Supervisor

Background Information:

The Guam Waterworks Authority (GWA) has determined a need to create the Water Meter Maintenance and Repair Worker I, Water Meter Maintenance and Repair Worker II and Water Meter Maintenance and Repair Supervisor positions to optimize the operations and maintenance of the water meter test bench facility to ensure water meters are operating efficiently.

One of the most important components of a water system is the water meter, on whose accuracy the customer and utility depend. Keeping track of meter performance is vital, and the periodic meter testing is the only way to ensure that meters are meeting performance criteria. GWA has a new meter test bench facility that will handle GWA's meter testing and maintenance program. This program will pay for itself many times over enhanced revenues, lowered meter replacement costs, and improved customer relations.

Justification for the new positions:

The creation of these positions will support GWA's meter testing program. They will be in charge of the testing of all water meters for accuracy of registration at flow rates and test-flow quantities in compliance with AWWA meter testing regulations. They will be analyzing water meter test results and report with recommendations. If the meters are not adequately maintained, the utility loses revenue. Conversely, if the cost of a meter maintenance program is more than the loss of revenue incurred if the meters were not tested, the overall result is economic waste, and GWA's customers incur the unnecessary expense. Because modern water meters are technically more advanced, meters of today may no longer be disposable. AMR systems are too valuable to throw away or ignore maintenance.

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

The above positions are new for GWA. These creations will provide a higher echelon of positions within the framework of the authority in better managing its functions, the need for increased and legitimized authority in operations, maintenance and administrative support due to increase in the operations and maintenance and fiscal affairs due to an increase in infrastructure improvement projects.

Job Specifications: Attached

Proposed pay range and demonstration of compliance with 4GCA §6301.

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 Meter Maintenance and Repair Worker I	362	E6-A E9-A	\$22,669.00 Per Annum \$25,544.00 Per Annum
Water Meter Maintenance and Repair Worker II	421	F5-A F8-A	\$24,835.00 Per Annum \$27,984.00 Per Annum
Water Meter Maintenance and Repair Supervisor	734	J4-D J7-D	\$41,530.00 Per Annum \$46,797.00 Per Annum

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





GUAM WATERWORKS AUTHORITY

"Better Water. Better Lives."

Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913

WATER METER MAINTENANCE AND REPAIR WORKER I

NATURE OF WORK IN THIS CLASS:

Operate, repair and maintain meter test bench facility to ensure water meters are operating efficiently. The work performed is under the guidance of Water Meter Maintenance Supervisor.

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)

Organizes meters in crates for testing, segregates failed from passed.

Operates meter test bench facility.

Records meter reading results on the record form or log data in the computer used for meter management.

Responds to customer concerns and inquiries about meter reliability.

Repairs and diagnoses meters in accordance with manufacturers standards.

Checks and reports malfunctioning meters, meter tampering and general condition of meters.

Assists customers' requests for unusually high or low water meter consumption.

Reports customer complaints, and checks meters to locate abnormal consumption, irregularities, defects, damages

Tests and diagnoses electronic transmitting devices when problems occur.

Performs other related skilled duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard principles, practices and techniques in water testing, selection, installation and maintenance.

Knowledge of various meter types for water measurement and their components.

Knowledge in testing meters for accuracy of registration at flow rates and test flow quantities, both for large and small meters.

Knowledge of occupational hazards with utmost safety practices and procedures.

Knowledge of meter reading and customer billing.

Ability to read meters, gauges and diagrams and record reading and maintains operating records.

Ability to repairs and diagnoses meters in accordance with manufacturers standards

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 quickly and accurately read meters and record data

Ability to communicate effectively, both orally and in writing

Ability to communicate effectively both orally and in writing.

Performs related duties as required.

MINIMUM EXPERIENCE AND TRAINING:

- A) One (1) year of skilled work experience in water meter testing, installation and repair; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, skills and abilities.

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: June 2016

JOB EVALUATION POINTS (JE Points): 362

PayGrade/Step:	Minimum:	E6-A	\$22,669.00 Per Annum
	Maximum:	E9-A	\$25,544.00 Per Annum



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities



GUAM WATERWORKS AUTHORITY

"Better Water. Better Lives."
Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913

WATER METER MAINTENANCE AND REPAIR WORKER II

NATURE OF WORK IN THIS CLASS:

Operate, repair and maintain meter test bench facility to ensure our water meters are operating efficiently. The work performed is under the guidance of Water Meter Maintenance Supervisor.

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)

Organizes meters in crates for testing, segregate failed from passed.

Operates meter test bench facility.

Records meter reading results on the record form or log data in the computer used for meter management.

Responds to customer concerns and inquiries.

Repairs and diagnoses meters in accordance with manufacturers standards.

Repairs, modernizes, or salvages aging water models.

Coordinates with customer service for the various bench test schedules.

Coordinates with supply for the re-issuance of passed meters

Checks and reports malfunctioning meters, meter tampering and general condition of meters.

Assists customers' requests for unusually high or low water meter consumption.

Tests and diagnoses electronic transmitting devices when problems occur.

Reports customer complaints, and checks meters to locate abnormal consumption, irregularities, defects, damages

Performs other related skilled duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard principles, practices and techniques in water testing, selection, installation and maintenance.

Knowledge of various meter types for water measurement and their components.

Knowledge in testing meters for accuracy of registration at flow rates and test flow quantities, both for large and small meters.

Knowledge of occupational hazards with utmost safety practices and procedures.

Knowledge of meter reading and customer billing.

Ability to read meters, gauges and diagrams and record reading and maintains operating records.

Knowledge of repairs and diagnoses meters in accordance with manufacturers standards.

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.

Knowledge of techniques, materials, tools, and equipment used in testing, installing/removing and repair of meters.

Ability to quickly and accurately read meters and record data.

Ability to communicate effectively, both orally and in writing.

Ability to work independently.

Ability to read and interpret installation and repair manuals.

Performs related duties as required.

MINIMUM EXPERIENCE AND TRAINING:

- A) Two (2) years of skilled work experience in water meter testing, installation and repair; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, skills and abilities.

Page 3 - WATER METER MAINTENANCE AND REPAIR WORKER II

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: June 2016

JOB EVALUATION POINTS (JE Points): 421

PayGrade/Step:	Minimum:	F5-A	\$24,835.00 Per Annum
	Maximum:	F8-A	\$27,984.00 Per Annum



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities



GUAM WATERWORKS AUTHORITY

"Better Water. Better Lives."

Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913

WATER METER MAINTENANCE AND REPAIR SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises, operates and maintains meter test bench facility to ensure water meters are operating efficiently. Supervises the testing of meters; installs and replaces water meters and supervises a variety of on-site adjustments to ensure appropriate recording of water consumptions.

The work performed is under the guidance of Utility Services Administrator –Operations.

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)

Plans, schedules, assigns, directs and reviews the work of employees engaged in maintaining, repairing, testing, calibrating and installing flow meters.

Supervises testing of all water meters for accuracy of registration at flow rates and test-flow quantities complying with AWWA meter testing regulations.

Supervises the preparation of work orders as necessary to address operating and maintenance issues.

Supervises the maintenance of meter testing records in Customer Care and Billing System

Prepares weekly and monthly reports of productivity and progress of meter maintenance programs and compiles annual reports.

Trains subordinates on use of meter test facility; prepares daily preschedule for the next scheduled day, or days in case of weekends and holidays.

Supervises the repair and diagnoses of meters in accordance with manufacturers standards.

Responds to customer concerns and inquiries.

Prepares and oversees associated program budget.

Maintains employee time sheets and payroll records, manages the purchasing and inventory control of parts, equipment and supplies for the meter maintenance section.

Supervises the maintenance of meter testing facility's annual calibration requirements.

Maintains a report of warranty meters and communicate with vendors for the returned and replacement of these meters.

Analyzes water meter test data and report with recommendations.

Manages the preventive maintenance of meter test facility equipments.

Repairs meters in accordance with manufacturers standards.

Checks and reports malfunctioning meters, meter tampering and the general condition of meters; checks for unusually high or low water consumption by a customer.

Directs and storages of supplies, tools and equipment and ensures they are maintained and available for work; orders supplies, tools and equipment as needed.

Estimates the time, supplies and equipment costs of work tasks.

Tests various meter reading units and repair as necessary.

Assists Utility Worker in operations and maintenance of water systems on an as needed or emergency basis.

Performs other related skilled duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard principles, practices and techniques in water testing, selection, installation and maintenance.

Knowledge of various meter types for water measurement and their components.

Knowledge in testing meters for accuracy of registration at flow rates and test flow quantities, both for large and small meters.

Knowledge in program coordination for meter maintenance periodic testing.

Knowledge of occupational hazards with utmost safety practices and procedures.

Knowledge of meter reading and customer billing.

Knowledge of repairs and diagnoses of meters in accordance with manufacturers standards.

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.

Knowledge of techniques, materials, tools, and equipment used in testing, installing/removing and repair of meters.

Ability to quickly and accurately read meters and record data.

Page 3 WATER METER MAINTENANCE AND REPAIR SUPERVISOR

Ability to work independently.

Ability to read and interpret installation and repair manuals.

Ability to compile and log data, prepare reports and maintain records.

Ability to learn the types and operation of electric metering devices.

Ability to detect abnormal consumption, irregularities, defects, damages of utility meters.

Knowledge of electronic skills and basic electrical diagnostic equipment.

Ability to follow written and oral instructions.

Ability to maintain records and prepare reports.

Ability to make work decisions in accordance with appropriate program guidelines.

MINIMUM EXPERIENCE AND TRAINING:

- A) Three (3) years of supervisory experience in water meter testing, installation and repair; or
- B) Four (4) years of skilled work experience in meter testing, installation and repair; or
- C) Any equivalent combination of experience and training which provides the minimum knowledge, skills and abilities.

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: June 2016

JOB EVALUATION POINTS (JE Points): 734

PayGrade/Step:	Minimum:	J4-D	\$41,530.00 Per Annum
	Maximum:	J7-D	\$46,797.00 Per Annum



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities



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

Tel. No. (671) 300-6848/48 Fax No. (671) 648-3290

PRESS RELEASE

Guam Waterworks Authority Creation of Position

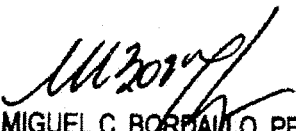
The Guam Waterworks Authority (GWA) petitions the Consolidated Commission on Utilities (CCU) to create the following positions:

CREATION

Water Meter Maintenance and Repair Worker I (Classified)
Water Meter Maintenance and Repair Worker II (Classified)
Water Meter Maintenance and Repair Supervisor (Classified)

This announcement is in compliance with Public Law #28-112 governing transparency and disclosure. The petitions are required by 4GCA Sections §§6205 and 6303 are public documents for the purposes of 5 GCA, Ch.10, Art 1. (The Sunshine Law.)

For more information, please visit GWA's website at www.guamwaterworks.org/careers/petition or you may contact the Personnel Services Division at 300-6073-6.



MIGUEL C. BORDAÑO, PE
GENERAL MANAGER

