

JOB ANNOUNCEMENT (Open Competitive)

Guam Waterworks Authority is accepting applications to establish a list of eligibles for:

Position Title: Water Meter Reader I	Announcement Number: EOE 041-2019
Salary: MINIMUM: C2-C \$12.43/hour; \$25,854.00 PER ANNUM MAXIMUM: C3-C \$13.19/hour; \$26,904.00 PER ANNUM	Open Date: June 12, 2019 Closing Date: June 26, 2019

MINIMUM QUALIFICATIONS:

- A. Six (6) months of full-time experience which demonstrated the ability to perform basic mathematical calculations, read, write and work with the public; **OR**
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills; **AND**

NECESSARY SPECIAL QUALIFICATIONS

Possess a Valid Guam Driver's License.

SPECIAL PHYSICAL REQUIREMENTS *Essential duties require the following physical skills and work environment.*

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, climb, kneel and occasionally entering meter vaults/ pits. Ability to lift and move objects weighing up to 75 lbs. Ability to perform sustained and vigorous activities in a variety of environments, temperatures and weather conditions. Exposure to dust, dirt, traffic/ debris and construction materials.

NATURE OF WORK IN THIS CLASS:

This is responsible work in the reading and recording of water meters in government, commercial, agriculture, irrigation and residential areas. Under general supervision, reads meters and reports data and performs related work as required.

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.)

- Reads meters manually or use a scanning device such as touch read or radio read to record customers' utility consumption for periodic billing.
- Checks and reports malfunctioning meters, meter tampering and the general condition of meters, to include reporting water/sewer leaks.
- Checks for unusually high or low water meter consumption by a customer.
- Digs, cleans and clears debris to read meters.
- Assists in computing water charges; tally meter books.
- Completes shut-off notices and post them at customers' residences to alert occupants of impending termination of utility service if delinquent account is not rectified and conducts follow-up on delinquent accounts.
- Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the island's geography including major streets and landmarks.
- Ability to learn the types and operation of manual/electronic metering devices.
- Ability to learn and use the various types of test meters.
- Ability to learn the methods, practices, techniques and equipment used in the recording of water meter readings.
- Knowledge of department policies and procedures.
- Ability to make arithmetic computations.
- Skill in the safe operation of a motor vehicle.
- Knowledge of safe working methods.
- Knowledge of computer skills.
- Ability to read parcel maps to locate customer residences.
- Ability to quickly and accurately read water meters and record data.

- Ability to operate communication devices (i.e., two-way radio; cellphone etc...)
- Ability to deal and work courteously and diplomatically with the public and employees.
- Ability to work independently,
- Ability to communicate effectively, both orally and in writing.
- Ability to follow written and oral instructions.
- Ability to develop effective and cooperative working relationships with coworkers and the public.
- Ability to maintain records and prepare reports.

WORK ELIGIBILITY

Public Law 99-603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

EDUCATION: Pursuant to Public Law 29-113, Section 3 Subsection (c) of §4101, Article 1, Chapter 4 of Title 4, Guam Code Annotated, is hereby repealed and reenacted to read: "(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."

Applicants claiming degrees or credit hours are required to provide a copy of their college transcript.

DRUG SCREENING:

Applicants conditionally selected for this position shall undergo and pass a urinary screen for illegal drugs pursuant to GWA's Drug-Free Workplace Program policy prior to receiving a Final Offer of Employment. Applicants who violate the requirements of the Drug Free Workplace Policy or refuse to take the mandatory drug test will be disqualified and any offer of the employment will be rescinded.

PROHIBITION: Pursuant to Public Law No. 28-98: "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam".


PREFERENCE POINTS:

Veterans Preference: Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military Discharge form). Those claiming Veteran's Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

Disability Preference: Applicants claiming disability preference must obtain a form from this office and submit it with the required certification signatures.

HOW AND WHERE TO APPLY:

Applicants must submit an Application for Employment form to the Personnel Services Division – Human Resources Section Gloria B. Nelson Public Service Building, 688 Route 15, Mangilao, Guam 96913 by 5:00pm on the job vacancy announcement closing date. For more information call the Personnel Office at 671-300-6076/5/4 or visit our website at www.guamwaterworks.org to view the job announcement and to download the employment application.


 Miguel C. Bordallo, P.E.
 GENERAL MANAGER 