

Utility Compliance Inspector I

NATURE OF WORK IN THIS CLASS:

The Utility Compliance Inspector I performs routine inspection work under the general direction of the Assistant General Manager (AGM) for Compliance and Safety; the direct supervision of a respective program's Manager and when so designated, the Utility Compliance Inspector Leader to help manage GWA's wide range of compliance and regulatory activities.

The position performs routine technical inspection work. Employees in this class work independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

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)

Performs a variety of routine work to successfully improve the safety, efficiency and the reliability of the water and wastewater facilities and operations.

The position also includes the capacity to ensure compliance with all applicable established laws, policies, regulations and principles of the programs in the respective section of the Compliance and Safety Division.

Performs the sampling, inspection, monitors and investigates residential, industrial and commercial facilities to ensure compliance with Federal and Guam regulations and permit conditions regarding pretreatment and pollution prevention requirements.

Performs the inspection of utilities construction projects to enforce ordinances governing minimum standards and requirements of new construction, alterations, and repairs and enforces compliance with all established laws, policies, regulations and principles of the program.

Provides written documentation on observations, findings, assessments and analyses of site inspection. Identifies and categorizes all known or suspected sources of toxic pollutants or pesticides or materials that may inhibit the operation of or damage the GWA water and wastewater systems.

Generates, establishes, and maintains a variety of records, reports, daily logs of inspections and findings and related documents.

Responds, communicates, interacts and coordinates to/with both residents and businesses on environmental complaints and on illegal and/or hazardous activities. Examines and investigates procedures used and makes reports on the findings; discusses probable cause and recommends corrective actions and problem resolution and/or recommends improvements.

Participates in inspections to protect the public water supply and wastewater from contamination or pollution of contaminants and/or pollutants through water and/or wastewater interconnection systems.

Assists the regular surveys of industrial, agricultural and commercial facilities to determine that adequate maintenance of devices are proper and certified and determines the degree of hazard that may exist to the potable water and wastewater systems and recommends/enforces procedures for compliance with Guam and Federal legal requirements.

Assists in follow up of recommendations or requirements for corrective actions prepared by the Office of Compliance and Safety.

Assists in the Public Outreach Training and Public Service Announcements related to Utility Protection Program/Pre Treatment Issues and performance goals.

Composes correspondence, prepares forms and writes reports relating to the Program.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Working knowledge of the Safe Drinking Water Act (SDWA), Guam Primary Drinking Water Regulations (GPDWR), Clean Water Act (CWA), Clean Air Act (CAA) and GWA's specific Utility Protection Programs, and the best management practices of these programs.

Ability to become familiar with the Hawaii Water System Standards, the Ten States Standards and the Occupational Health and Safety Act (OSHA) and the best management practices of these standards.

Knowledge of the inspection of utility's construction projects to enforce ordinances governing minimum standards and requirements in conformance with established laws, policies, regulations and principles of the program.

Knowledge of environmental inspections, sampling and collection methods.

Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions to interpret an extensive variety of technical instruction.

Knowledge of operations, procedures, installation, construction and inspection techniques, procedures, regulations, methods, maintenance and repair; related to water and wastewater systems.

Ability to interact with contractors and construction personnel to ensure work activities and products meet required quality levels and standard and comply with all established laws, policies, regulations and principles of the program.

Knowledge of occupational hazards, safety precautions and standard safety practices, and ensure compliance with applicable Guam and Federal laws, rules and regulations governing water and wastewater systems.

Ability to inspect project work sites to ensure acceptable safe quality work and ensure compliance with all established laws, policies, regulations and principles of the program.

Knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

Ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of detailed logs which may include numerical information.

Knowledge of troubleshooting, field inspection and customer information system database issues/problems.

Ability to analyze problems, identify solutions, advise and respond to inquiries from customers concerning rules, regulations and potential consequences regarding water and wastewater systems.

Knowledge to operate computer programs, including Microsoft Office and the customer information system database and GWA GIS system.

Skill in business letter writing and report preparation.

MINIMUM EXPERIENCE AND TRAINING:

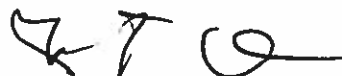
- A. One (1) year of journeyman experience in water and wastewater utility systems field work *and* graduation from high school; or
- B. One (1) yeas of experience as a Utility Inspector I; or
- C. Any equivalent combination of experience and training which provides the minimum Knowledge, skills and abilities required for the position

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Water Distribution or Water Treatment Operator's Certificate Level I; *and*

Possession of a valid Guam Driver's License.

ESTABLISHED:	June 2017		
JOB EVALUATION POINTS:	499		
PAYGRADE:	MINIMUM:	G4-C	\$27,754.00 Per Annum
	MAXIMUM:	G7-C	\$31,274.00 Per Annum



JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities

