



**Guam Solid Waste Authority  
Board of Director's Meeting  
Agenda**

Thursday, October 20, 2022, 1:00pm  
via video conference

- I. Call to order
- II. Roll Call
- III. Determination of Proof of Publication
- IV. Approval of Agenda Items
- V. Approval of Minutes
- VI. Reports
  - a. Management reports
    - i. Operational Update
    - ii. Financial Update
  - b. Legal Counsel's Report
  - c. Committee reports
    - i. Zero Waste Bill update
- VII. Unfinished Business
  - a. Ordot Post Closure Plan update
  - b. Island Wide Trash Collection Initiative
  - c. Layon Cells 1 and 2 Closure
  - d. Rate Case with the Public Utilities Commission
- VIII. New Business
  - a. Board Resolution No. 2023-001 – Relative to Approving the Creation of Positions for Household Hazardous Waste Technician I, Household Hazardous Waste Technician II, and Household Hazardous Waste Technician Supervisor
  - b. Board Resolution No. 2023-002 – Relative to Approving the Creation of Positions for Scale House Attendant and Scale House Supervisor
  - c. Board Resolution No. 2023-003 – Relative to Petitioning the Public Utilities Commission (PUC) for the Approval of the Award to Mid Pac Far East for Three (3) each 24 Cubic Yard Refuse Truck with Side and Rear Loading
  - d. Board Resolution No. 2023-004 – Relative to GSWA Board of Directors Authorizing GSWA Management to Commit \$100,000.00 as a Cost Share for the Environmental Protection Agency 2022 Diesel Emissions Reduction Act (DERA) Tribal and Insular Areas Grant Application

- e. Sewer Rate Classification Evaluation – Ordot Closure Facility by EA Engineering, Science, and Technology, Inc., PBC.
- IX. Communications and Correspondence
- X. Public Forum: members of the public to contact GSWA to be placed on the agenda if they wish to address the board.
- XI. Next meeting
- XII. Adjourn



**GUAM SOLID WASTE AUTHORITY  
BOARD OF DIRECTORS' MEETING MINUTES**

**Thursday, September 22, 2022**

**1:03 pm – 2:50 pm**

**Board Meeting Continuation**

**Thursday, October 6, 2022**

**1:05 pm – 1:44 pm**

**Guam Solid Waste Authority Via Video Conference**

**I. Call to Order**

Chairman Gayle called the meeting to order for the Guam Solid Waste Authority (GSWA) Board of Directors' meeting at 1:03 pm.

**II. Roll Call**

**Board Members:**

Andrew Gayle	Chairman
Minakshi Hemlani	Vice Chairwoman
Peggy Denney	Secretary
Jim Oehlerking	Member
Cora Montellano	Member

**Management & Staff:**

Kathrine Kakigi	Comptroller
Roman Perez	Acting Assistant General Manager
Alicia Fejeran	Chief of Administration
Keilani Mesa	Administrative Officer
Ronalene Presto	Administrative Assistant

**Guests:**

Attorney Sandra Miller	Office of the Attorney General
Jesse Chargualaf	Office of Senator Sabina Perez
Cory Hinds	Jacobs Engineering
Bob Perron	Guahan Waste Control
David Lore	Guahan Waste Control
John O'Connor	Guam Daily Post Reporter

**III. Determination of Proof of Publication**

1st Publication with The Guam Daily Post on Thursday, September 15, 2022  
2nd Publication with The Guam Daily Post on Tuesday, September 20, 2022.

**IV. Approval of Agenda Items**

Chairman Gayle requested to move Executive Session and Consideration of Salary Increase for GSWA Comptroller to the bottom of the agenda. There were no objections made to the approval of agenda items.

**V. Approval of Minutes**



Vice Chairwoman Hemlani made a motion to approve the minutes from the meeting held on Thursday, September 22, 2022. Board Member Oehlerking seconded the motion. There was no discussion, and the motion passed unanimously.

## **VI. Reports**

### **a. Management Reports**

#### **I. Operational Update**

Acting Assistant General Manager Perez reported to the Board that there are currently 4 packer trucks that are running 2 double shifts from Monday through Thursday to continue servicing the island. Mr. Perez updated the Board that recycling routes will continue to be serviced on Fridays. He also informed the Board that regular trash routes and recycling routes are not behind and are being serviced on a daily basis. Mr. Perez stated that there are 4 packers and 2 mini packers that are currently operable, and 1 mini packer and 6 residential packers are out of service and are awaiting parts. He met with Fleet Service to ensure that 2 of the down packers will be operable by the end of next week. Double shifts will continue until at least 3 or 4 more packers become operable. He also informed the Board that GSWA would need a minimum of 7 packers for normal operations.

Chief of Administration Fejeran reported to the Board that GSWA intends on bringing the HHW facility operations in-house and that GSWA will petition the Board to create HHW Technician positions, as well as scale-house technicians. The petition, resolutions, and the business case will be presented to the Board at the next meeting.

Comptroller Kakigi provided two versions of the operational budget to the Board. The first version reflects the current Green Group terms costing about \$3.9M and result in a shortfall of \$359K. The second version of the operational schedule reflects the negotiated terms to the GGH contract and indicates \$476K in savings and result in a surplus of \$117K. However, September still has costs with two and a half pay periods and PHR costs to consider. Comptroller Kakigi also reported that revenues show a 30% decrease, primarily due to issues with GWA sludge, versus commercial fees showing the shortfall steadily declining month to month. Overall, operational revenues show a decrease of 2.65% compared to budget, with a net increase of \$297K for operational budget revenues. Expenditures reflect negative numbers to meet obligations with fleet issues. The reimbursement from Cell 3 of \$850K was able to cover \$460K of the revenue shortfall, as well as the additional costs from the fleet issues. She also reported that there was an increase of \$782K for the fund balance, but \$665K is committed to the GSWA reserves which includes Layon and equipment replacement fund. She also reported that the Ordot Post Closure fund is tracking a negative of \$360K which results in a positive net change in fund balance of \$422K. She also reported that revenues include the reimbursement of \$850K and the ARPA allocation of \$2.4M. Secretary Denney questioned the gas expense, Comptroller Kakigi reported that the first 6 months of the year, GSWA spent an average of \$25-\$26K on gas but it has increased to \$40K-\$41K for the past four months. She also stated that there was a net increase in fund balance of \$421K and that the operating cash shows an increase of 19%. The Ordot cash account continues to have a decrease of 10%. Commercial tonnage continues to have a steady increase and residential remains the same. There was also a discussion regarding the status of plastics being accepted in the curbside recycling bins.

#### **b. Legal Counsel's Report**

Attorney Miller reported that she spoke with the litigation team about the status of the Ordot Dump - Clean Air vs. CERCLA federal case, and due to confidentiality and the stage in which the case is in, litigation is unable to offer a report on it. As for the procurement protests, Attorney Miller reported that they are



preparing for the PUC Hearing to get the Green Group Holdings contract amendment approved. With regard to the Refuse Truck bid, she informed the Board that a procurement protest was filed and that it was denied. GSWA is now awaiting 15 days to see if the Protestor will file an appeal to the OPA.

**c. Committee Reports**

**I. Zero Waste Bill update**

Chief of Administration Fejeran informed the Board that Jesse Chargualaf from the Office of Senator Perez provided an update that Bill 284-36 The Guam Zero Waste Act is on the agenda for the September session, scheduled for the last week of September, and it will be considered for voting. She also informed the Board that the authorization of reimbursements up to \$400K is in accordance with the Guam Zero Waste Master Plan. This includes curbside recycling, collection, processing, shipping of household hazardous waste, electronics and white goods and is upon approval by the GEPA administrator and Board.

**VII. Unfinished Business**

**a. Ordot Post Closure Plan Update**

Chairman Gayle reported to the Board that the judge has ordered all parties to meet and confer and prepare a report for the next court hearing scheduled for November. All parties include, the Receiver, US EPA, Guam EPA, US Department of Justice, Government of Guam / GSWA, and GEDA. He also shared that there have been weekly meetings.

**b. Island Wide Trash Collection Initiative**

No discussion

**c. Layon Cells 1 and 2 Closure**

Comptroller Kakigi reported that GSWA is pending approval for the grant request. She is hoping they are given an update by the end of the month.

**d. Rate Case with the Public Utilities Commission**

Comptroller Kakigi reported to the Board that the draft results will be provided by October.

**VIII. New Business**

**a. Board Resolution No. 2022-12 – Authorizing GSWA to Petition the PUC for Approval of the Award to Pacific Unlimited dba Fleet Services for the Fleet Repair Services**

Chief of Administration Fejeran reported that the current contract will be expiring and GSWA released an invitation for bid with three perspective bidders, and two submissions. Intent of possible award to was made to Pacific Unlimited dba Fleet Services, however, the contract amount is over the PUC contract protocol amount, estimated at \$1.1M. Approval of the resolution will allow GSWA to proceed with petitioning the PUC to approve the contract. Vice Chairwoman Hemlani made a motion to approve Board Resolution No. 2022-12. Secretary Denney seconded the motion. No further discussion. Motion was passed unanimously.

**b. Board Resolution No. 2022-13 – Authorizing GSWA to Petition the PUC for Approval of the Award to Pacific Human Resources Inc. for the Temporary Staffing Services Contract**

Chief of Administration Fejeran reported to the Board that the temporary staffing service contract will be expiring. Temp Staffing Services is necessary to ensure GSWA is adequately staffed due to recruitment challenges and the nature of the work performed by Sanitation workers and Equipment Operators. Board members inquired on hiring classified admin staff. Chief of Administration Fejeran informed that Board that GSWA is currently working on the recruitment process of hiring admin staff in the classified service. She explained that an invitation for bid was released on June 20, 2022, with 6 perspective bidders and only 2



submissions. The notice of intent to award was given to Pacific Human Resource Services, and is estimated at about \$2M with a 3-year initial term. Board approval is needed to proceed with petitioning the PUC because it exceeds the contract protocol amount. A discussion took place regarding the number of employees provided by PHR and the impacts of the 30% increase in the cost of services provided by this contract. Vice Chairwoman Hemlani made a motion to approve Board Resolution No. 2022-13. Secretary Denney seconded the motion. No further discussion. Motion was passed unanimously.

**IX. Communications and Correspondence**

No discussion

**X. Public Forum: members of the public to contact GSWA to be placed on the agenda if they wish to address the board.**

**a. Cory Hinds, Jacobs Engineering – Update on the Integrated Solid Waste Management Plan**

Mr. Hinds presented a Powerpoint presentation to the Board and explained the Integrated Solid Waste Master Plan (ISWMP) update. Mr. Hinds is with Jacobs Engineering who was contracted by GEPA to update the ISWMP.

**XI. Next meeting**

The next meeting will be via video conference on Thursday, October 20, 2022, at 1:00 pm.

Order of adjournment was declared at 2:50pm on September 22, 2022. Meeting will reconvene on October 6, 2022 at 1:00pm.

**XII. Executive Session**

**a. Performance Review of Kathrine Kakigi, GSWA Comptroller**

Vice Chairwoman Hemlani made a motion for the Board to move into executive session to discuss the performance evaluation for GSWA Comptroller Kathrine Kakigi. Member Oehlerking seconded the motion. No further discussion and the motion was passed unanimously.

**XIII. New Business**

**a. Consideration of salary increase for Kathrine Kakigi, GSWA Comptroller**

General Manager Slike reported to the Board that Comptroller Kakigi has not received an increase in the past 4 years and is recommending an 11% increase bringing her salary to \$150K annually. Mr. Slike provided an outstanding performance evaluation for Comptroller Kakigi. Vice Chairwoman Hemlani made a motion to approve the salary increase to \$150K per year for Kathrine Kakigi, GSWA Comptroller. Member Montellano seconded the motion. No further discussion. Motion was passed unanimously.

**XIV. Adjourn**

Vice Chairwoman Hemlani made a motion to adjourn the meeting, and Member Oehlerking seconded the motion. The motion passed unanimously, and the meeting adjourned at 1:44 pm on October 6, 2022.





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### GUAM ENVIRONMENTAL PROTECTION AGENCY AHENSAN PRUTEKSION LINA'LA GUAHAN

#### BOARD OF DIRECTORS REGULAR BOARD MEETING:

Thursday, October 20, 2022 • 4PM • Google Meet: [meet.google.com/nhd-pxqm-vsc](https://meet.google.com/nhd-pxqm-vsc)  
Live streamed on [youtube.com/guamepa](https://youtube.com/guamepa)



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**AGENDA: I.** Call to Order; **II.** Approval of Agenda; **III.** Approval of September 22, 2022 Meeting Minutes; **IV.** Administrator's Report: Open Burn / Open Detonate Permit Status Update, Ordot Consent Decree, Bipartisan Infrastructure Law, Outstanding Notices of Violation Update; **V.** New Notices of Violation; **VI.** MCOG Islandwide Cleanup Program: Closeout Report for FY21, Expenditure Plan Proposal for FY23; **VII.** New meeting date and adjournment

Individuals requiring special accommodations, auxiliary aids or services may call Guam EPA at 671.300.4751/9 or email: [jeanann.artero@epa.guam.gov](mailto:jeanann.artero@epa.guam.gov)

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### Guam Solid Waste Authority Board of Directors Regular Meeting

Thursday, October 20, 2022 - 1:00 PM (ChST)

Join Zoom Meeting:

Link: <https://zoom.us/j/9140408814?pwd=TjZ3U0dHSVd0ajlKRjBhcWFrclZlZz09>  
Meeting ID: 914 040 8814 Passcode: 777546

The Guam Solid Waste Authority Board of Directors will have a board meeting on October 20, 2022 at 1:00 PM. The meeting will be conducted via Zoom.

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  - e. Sewer Rate Classification Evaluation – Ordot Closure Facility by EA Engineering, Science, and Technology, Inc., PBC.
- III. Communication and Correspondence
- IV. Public Forum: members of the public to contact GSWA to be placed on the agenda if they wish to address the board.
- V. Next Meeting
- VI. Adjourn

Access live stream of the meeting on GSWA website: <https://www.guamsolidwasteauthority.com/>

For more information, please contact GSWA Chief of Administration, Alicia Fejeran, at [Alicia.Fejeran@gsua.guam.gov](mailto:Alicia.Fejeran@gsua.guam.gov) or 671-646-3111. Persons needing telecommunication device for the Hearing/Speech Impaired (TDD) may contact 671-646-3111.

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PO Box 1306 Hagatna, Guam 96932  
ffc\_agana@yahoo.com




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**12 - CARPENTER WITH 1 YEAR EXP.**

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Read blueprints, drawings, sketches to fully grasp requirements. Take measurements & calculate size & amount of material needed. Cut, shape & smooth lumber & other material according to measurements using hand tools & power tools. Build window frames, doors, staircases & frame buildings by using raw materials & preconstructed items. Lay out flooring, roofing or drywall ensuring they are leveled & compatible. Carve, assemble furniture, cabinets, shelves & other items & install them where designated. Inspects places & conduct repairs or maintenance. Build scaffolding & other construction structures.

**10 - CEMENT MASON WITH 1 YEAR EXP.**

**\$15.66 PER HR.\***

Smooth & finish surfaces of poured concrete such as floors, walls, sidewalks, roads or curbs using a variety of hand & power tools. Align forms for sidewalks, curbs or gutters; patch voids & use saws to cut expansion joints. Lay & finish concrete blocks. Use ladders & scaffolds to perform duties above ground level

**1 - HEAVY EQUIPMENT MECHANIC WITH 1 YEAR EXP.**

**\$19.60 PER HR.\***

Drive to project sites to inspect trucks, bulldozer & other heavy equip. Repairs engine & hydraulic systems for various brands such as, but not limited to, Hitachi, Komatsu, Caterpillar, Kubota, Sakai & Hyundai for proper performance. Repairs small machines, including but not limited to, rammers, plot compactors, concrete cutters & compaction equip. Diagnose faults & prepare list of spare parts & tools required for repair. Clean & service equip. Perform major repair work as necessary. Report damaged or faulty equip. to mgmt. Perform preventative maintenance & examine parts for damage or excessive wear. Read equip. maintenance manuals & order necessary parts.

**2 - HEAVY EQUIPMENT OPERATOR WITH 1 YEAR EXP.**

**\$18.06 PER HR.\***

Operate heavy equipment such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors or front-end loaders to excavate, move & grade earth, erect structures, or pour concrete or other hard surface pavement in compliance with company's operating safety policies & procedure. Provide recommendation for maintaining & improving environmental performance. Load & unload equip. from trailers & vehicles. Ensure company equip. materials & work site are maintained, kept clean & stored in safe manner. Observe safety codes & procedures at all times. Communicate with coworkers to explain & understand project specs as needed. Report & advise the necessary parties of the need for equip. upgrades, repairs & or replacements. Aid coworkers to ensure that the worksite is clean, organized & safe at the end of each shift.

**2 - PIPEFITTER WITH 1 YEAR EXP.**

**\$17.05 PER HR.\***

Lays out, assembles, installs & maintains pipe systems, pipe supports or related hydraulic or pneumatic equip. for steam, hot water, heating, cooling, lubricating, sprinkling or industrial production or processing sys. Plans pipe system layout, installation & repair according to specs. Inspects, examines & tests installed systems or pipelines using pressure gauge, hydrostatic testing, observation or other methods. Selects pipe sizes, types or related materials such as supports, hangers or hydraulic cylinders according to specs. Measures & marks pipes for cutting or threading. Attaches pipes to walls, structures or fixtures such as radiators or tanks using brackets, clamps, tools or welding equip. Assembles or secures pipes, tubes, fittings or related equip. according to specs by welding, brazing, cementing, soldering or threading joints. Cuts, threads or hammers pipes to specs using tools such as saws, cutting torches, pipe threaders or pipe benders. Removes & replaces worn or defective components.

**3 - REINFORCING METAL WORKER WITH 1 YEAR EXP.**

**\$16.73 PER HR.\***

Position & secure steel bars, rods, cables or mesh in concrete forms in order to reinforce concrete, using fasteners, rodbending & cutting machines & hand tools. Space & fasten rods together in forms using wire & pliers. Cut rods to required lengths using metal shears, hacksaws, bar cutters or acetylene torches.

**Benefits:** Roundtrip airfare for off-island hire; food and lodging @ \$80.00 per week; local transportation from employer's designated lodging facility to/from jobsites; medical insurance provided.

**\*Special wage rate:** Work to be performed on DPRI-funded projects will be paid no less than the indicated wage rate, but may be paid more where special Davis-Bacon Act rates apply. Successful applicant must be able to obtain military base access. Off-island hires must complete a health screening prior to working on Guam.

The job offer meets all EEO requirements, and initiates a temporary placement. The recruitment associated with this job offer is closely monitored by the Department of Labor. Qualified, available and willing U.S. workers are highly encouraged to apply. Should you qualify for the job and are not hired, you may appeal with the Department of Labor who will independently review matter.

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Or apply online at [www.hireguam.com](http://www.hireguam.com); Enter Keyword: 2023-001



**Operating Budget Revenues, Expenditures, Reserves  
As of September 30, 2022**

<i>Unaudited</i>	Annual Budget Operations	ARPA	Equipment Replacement/ Layon Cell Closures	Reimbursement Preconstruction Cell 3 Costs	Total Budget	Allocated Budget	ACTUALS	Variance
Revenues:								
Commercial Fees (Large)	9,117,496	0		0	9,117,496	9,117,496	9,127,106	9,610 0.1%
Others - Government/Commercial F	1,253,410	0		0	1,253,410	1,253,410	865,497	(387,913) -30.9%
Residential Collection Fees	8,050,308	0		0	8,050,308	8,050,308	8,051,035	727 0.0%
Host Community Fees	336,624	0		0	336,624	336,624	323,690	(12,935) -3.8%
Other Revenues	487,857	0		0	487,857	487,857	460,259	(27,598) -5.7%
Interest Income	0	0		0	0	0	851	851 n/a
Prior Year Revenues	0	0		0	0	0	102,590	102,590 n/a
Total revenues	19,245,695	0		0	19,245,695	19,245,695	18,931,028	(314,668) -1.64%
A/R Adjustment 3% of Residential	-241,509	0		0	(241,509)	(241,509)	(243,283)	-1,775 0.73%
Net Revenues	19,004,184	0		0	19,004,184	19,004,184	18,687,744	(316,443) -1.67%
ARPA Budget Allocation	0	10,374,267		0	10,374,267	2,398,716	2,398,716	0 0.00%
Total Revenues/ARPA Allocation	19,004,184	10,374,267		0	29,378,453	21,402,902	21,086,459	(316,443) -1.48%
Transfers In - Reimb. From Cell 3	0	0	0	850,194	850,194	850,194	850,194	0 n/a
Transfers In - Reimb. From OPCC					0	0	98,486	98,486 n/a
Fund Balance - Cell Closure Reserves	0	0	66,271	0	66,271	0	-	0 n/a
Fund Balance - Equipment Replacement			1,100,000		1,100,000		0	0 n/a
TOTAL REVENUES/FUNDS:	19,004,184	10,374,267	1,166,271	850,194	31,394,918	22,253,096	22,035,139	(217,958) -0.98%
Expenditures by Object:								
Salaries and wages	2,521,533	0		0	2,521,533	2,521,533	2,450,006	(71,527) -2.8%
Contractual services:	0							
Layon Operator	3,412,089	306,001		80,553	3,798,643	3,798,643	3,755,578	(43,065) -1.1%
Layon Operations	436,297	92,454	66,271	0	595,023	528,752	522,010	(6,742) -1.3%
Harmon Hauler Station Operation	3,056,933	303,322		34,132	3,394,387	3,394,387	3,358,248	(36,139) -1.1%
Closure & postclosure care	2,000,000	0		0	2,000,000	2,000,000	2,000,000	0 0.0%
Recycling Programs	1,086,755	0		0	1,086,755	1,086,755	1,068,500	(18,255) -1.7%
GEPA Appropriation	202,992	0		0	202,992	202,992	200,000	(2,992) n/a
Contractual Employees	365,000	960,000		130,000	1,455,000	1,455,000	1,439,794	(15,206) -1.0%
Vehicle Maintenance	375,650	725,064		27,000	1,127,714	1,127,714	1,106,489	(21,225) -1.9%
PUC/Legal Expenses	118,572	67,428		56,325	242,325	242,325	186,000	(56,325) -23.2%
Others	360,250	0		65,561	425,811	425,811	302,538	(123,273) -29.0%
Total contractual services:	11,414,538	2,454,268	66,271	393,571	14,328,649	14,262,378	13,939,157	(323,221) -2.3%
Receiver	0	0	0	49,185	49,185	49,185	268,040	218,855 n/a
Travel	24,000	0		0	24,000	24,000	11,421	(12,579) -52.4%
Supplies	307,943	0		201,086	509,029	509,029	493,756	(15,273) -3.0%
Worker's compensation	4,000	0		0	4,000	4,000	0	(4,000) n/a
Drug testing	1,000	0		1,000	1,000	1,000	390	(610) -61.0%
Equipment	20,394	0		8,160	28,554	28,554	25,963	(2,591) n/a
Utilities - power	71,775	0		33,000	104,775	104,775	106,990	2,215 2.1%
Utilities - water	18,000	0		0	18,000	18,000	17,563	(437) -2.4%
Communications	61,490	0		0	61,490	61,490	53,079	(8,411) -13.7%
Capital outlays	680,635	7,920,000	1,100,000	115,192	680,635	680,635	680,635	0 0.0%
Miscellaneous	343,626	0		50,000	393,626	393,626	376,880	(16,746) -4.3%
Reserves - Layon Landfill	200,000	0		0	200,000	200,000	200,000	0 n/a
Transfers to Host Community Fund	336,624	0		0	336,624	336,624	323,690	(12,934) -3.8%
Transfer out to General Fund (Debt	2,998,625	0		0	2,998,625	2,998,625	3,044,146	45,521 1.5%
Other Expenditures	5,068,113	7,920,000	1,100,000	407,438	5,360,358	5,360,358	5,334,512	(25,846) -0.5%
TOTAL EXPENDITURES:	19,004,184	10,374,268	1,166,271	850,194	22,259,725	22,193,454	21,991,716	(201,739) -0.9%
Excess (deficiency) of revenues over (under expenditures)							43,423	

**Note:**

This report is based on preliminary month end numbers and is subject to change based on DOA updates and accounting adjustments.

ARPA Funds revenues are allocated based on when they are expended.

Bad debt expense was based on FY2021 write off approximately 3% of Residential Revenues.

**FUND BALANCE as of September 30, 2022***Unaudited*

	Operational	Ordot Post Closure	
	Fund	Fund	Total
Fund Balance, September 30, 2021	5,837,353	4,150,133	9,987,486
Operating Budget, net change			
Revenues/Other Sources:	22,035,139	2,000,735	24,035,874
Expenditures/Reserves:	21,991,716	2,525,860	24,517,576
Net Operating Budget	43,423	-525,125	-481,703
Add back:			
Capital Outlay - Equipment Replacement reserves			
set asides	491,875	0	491,875
Layon Reserves	200,000		200,000
<b>Total Net change in Fund Balance</b>	<b>735,298</b>	<b>-525,125</b>	<b>210,172</b>
Ending Fund Balance, September 30, 2022	6,572,651	3,625,008	10,197,658

## Note:

Carts and flatbed expended this fiscal year, total \$188,760.

Operating Budget Revenues, Expenditures, Reserves

As of September 30, 2022

Unaudited

	FY2022 Actuals to Date	FY2021 Actuals to Date	Variance	% Increase (Decrease)
Revenues:				
Commercial Fees (Large)	9,127,106	8,670,301	456,805	5.3%
Others - Government/Commercial Fees	865,497	1,547,100	-681,603	-44.1%
Residential Collection Fees	8,051,035	7,658,609	392,426	5.1%
Host Community Fees	323,689	325,188	-1,499	-0.5%
Other Revenues	460,259	533,879	-73,620	-13.8%
Interest Income	1,586	3,104	-1,518	-48.9%
Prior Year Revenues	102,590	16,402	86,188	525.5%
Total Revenues before A/R adjustment	18,931,762	18,754,583	177,179	0.9%
A/R Adjustment	-243,283	-232,388	-10,895	4.7%
Net: revenues	<b>18,688,479</b>	<b>18,522,195</b>	<b>166,284</b>	<b>0.9%</b>
ARPA Budget Allocation	2,398,716	545,732	1,852,984	n/a
Total Revenues/ARPA Allocation	21,087,195	19,067,927	2,019,268	10.6%
Transfers In - Reimb. From Cell 3	850,194	0	850,194	n/a
Transfers In - Reimb. From OPCC	98,486		98,486	
Fund Balance - Cell Closure Reserves	0	0	0	n/a
Total Revenues/Transfers In:	<b>22,035,875</b>	<b>19,067,927</b>	<b>2,967,948</b>	<b>15.6%</b>
Expenditures by Object:				
Salaries and wages - regular	1,598,209	1,633,836	-35,627	-2.2%
Salaries and wages - overtime	185,865	88,275	97,590	110.6%
Salaries and wages - fringe benefits	665,933	644,581	21,352	3.3%
	2,450,006	2,366,692	83,314	3.5%
Contractual services:				
Layon Operations	3,755,578	3,623,178	132,400	3.7%
Layon Others	522,010	411,526	110,484	26.8%
Harmon Hauler Station Operations	3,358,248	3,103,218	255,030	8.2%
Closure & postclosure care (OPCC)	2,525,860	2,247,971	277,889	12.4%
Recycling/Other Programs	1,068,500	968,553	99,947	10.3%
GEPA Appropriation	200,000	305,167	-105,167	-34.5%
Contractual Employees	1,439,794	1,175,095	264,699	22.5%
Vehicle Maintenance	1,106,489	1,172,518	-66,029	-5.6%
PUC/Legal Expenses	186,000	161,548	24,452	15.1%
Other Contractual	302,538	231,513	71,025	30.7%
Total Contractual	14,465,019	13,400,287	1,064,733	7.9%
Receiver	268,040	204,102	63,938	31.3%
Travel	11,421	3,536	7,885	n/a
Supplies	493,756	301,303	192,453	63.9%
Worker's compensation	0	0	0	n/a
Drug testing	390	368	22	6.0%
Equipment	25,963	628	25,335	4034.2%
Utilities - power	106,990	66,080	40,910	61.9%
Utilities - water	17,563	21,148	-3,585	-17.0%
Communications	53,079	59,236	-6,157	-10.4%
Capital outlays	188,760	45,980	142,780	310.5%
Miscellaneous	376,880	309,843	67,037	21.6%
Reserves	0	0	0	n/a
Transfers to Host Community Fund	323,690	325,189	-1,499	-0.5%
Transfer out to General Fund (Debt Service), Cell 3 Expend	3,044,146	3,042,520	1,626	0.1%
Other Expenditures	4,642,638	4,175,833	466,807	11.2%
TOTAL EXPENDITURES:	<b>21,825,705</b>	<b>20,146,914</b>	<b>1,678,792</b>	<b>8.3%</b>
Excess (deficiency) of revenues over (under expenditures)	210,172	-1,078,987	1,289,159	-119.5%
Other financing sources (uses),				
Transfers in from other funds	0	0	0	
Transfers out to other funds	0	0	0	
Total other financing sources (uses), net	0	0	0	
Net Change in Fund Balance:	<b>210,172</b>	<b>-1,078,987</b>	<b>1,289,159</b>	
Beginning Fund Balance, 09-30	9,987,486	11,066,473	-1,078,987	-9.8%
Ending Fund Balance, September	10,197,658	9,987,486	210,172	2.1%

Note:

This report is based on preliminary month end numbers and is subject to change based on DOA updates and accounting adjustments.

Solid Waste Operations Fund  
Operating Balance Sheet  
As of September 30, 2022 and September 30, 2021  
(Unaudited)

	As of 30-Sep-22	As of 30-Sep-21	Change	% Change
<b>ASSETS</b>				
Cash and cash equivalents, unrestricted	5,991,669	4,947,806	1,043,863	21%
Cash and cash equivalents, restricted	4,737,594	5,056,015	-318,421	-6%
Receivables, net:				
Tipping Fees	3,316,064	2,889,404	426,660	15%
Due from other funds				
Due from component units				
Deposits and other assets				
Total assets	14,045,327	12,893,225	1,152,102	9%
<b>LIABILITIES AND FUND BALANCES (DEFICIT)</b>				
Liabilities:				
Accounts payable	0	0	0	
Accrued payroll and other	2,102,593	1,213,291	889,302	73%
Due to component units				
Due to other funds	1,745,075	1,692,448	52,627	3%
Deferred revenue			0	
Deposits and other liabilities			0	
Total liabilities	3,847,668	2,905,739	941,929	32%
Fund balance (deficit):				
Non-spendable				
Restricted	3,625,008	4,150,133	-525,125	-13%
Committed	0		0	
Assigned	6,572,651	5,837,353	735,298	13%
Unassigned	0		0	
Total fund balance (deficit)	10,197,658	9,987,486	210,172	2%
Total liabilities and fund balances (deficit)	14,045,327	12,893,225	1,152,102	9%

Note:

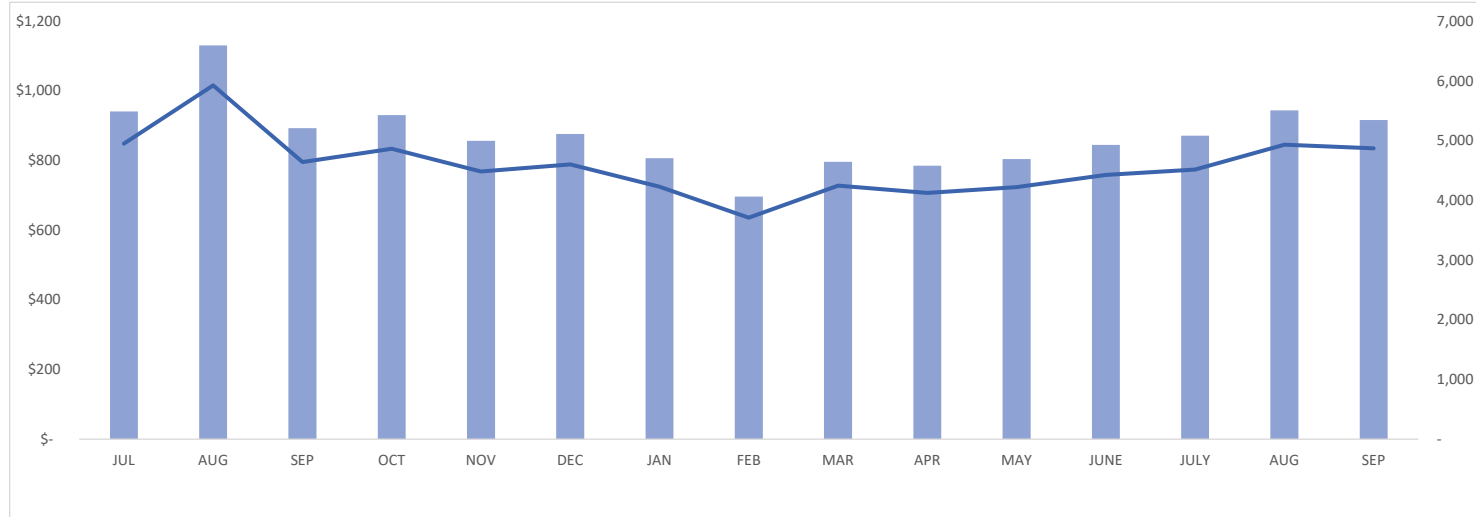
This report is based on preliminary month end numbers and is subject to change based on DOA updates and accounting adjustments.



**Commercial/Military Revenue & Tonnage**  
**Period July 2021 - September 2022**

**Fifteen (15) Months**

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP
TONNAGE	5,491	6,597	5,210	5,430	4,997	5,113	4,709	4,065	4,646	4,583	4,693	4,930	5,084	5,508	5,347
REVENUE	\$ 849	\$ 1,016	\$ 796	\$ 834	\$ 769	\$ 789	\$ 725	\$ 636	\$ 728	\$ 707	\$ 724	\$ 759	\$ 774	\$ 846	\$ 835

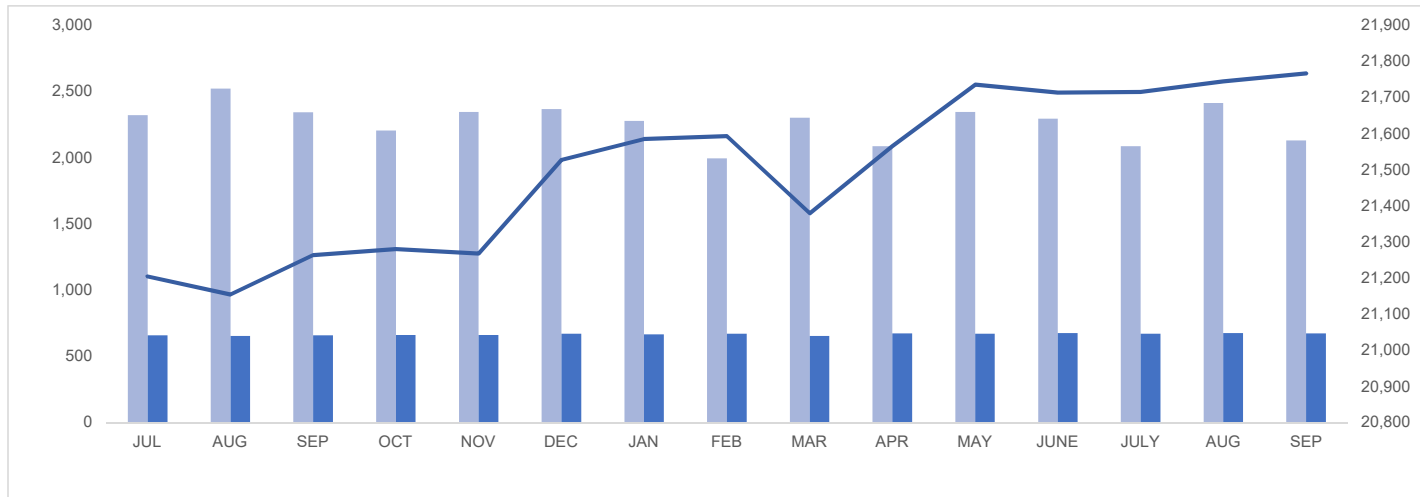


Note: Since April 2022, commercial revenues trend continue to increase.

Period July 2021 - September 2022

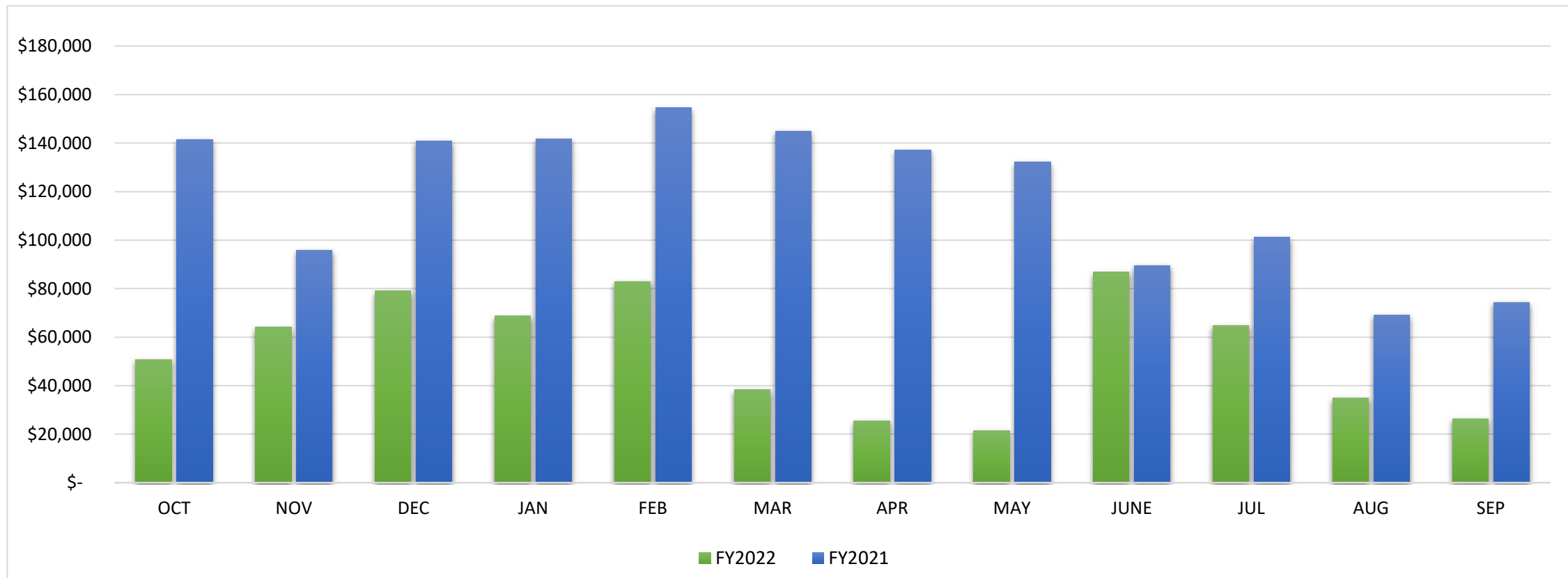
Fifteen (15) Months

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP
TONNAGE	2,323	2,523	2,344	2,207	2,347	2,370	2,281	1,998	2,304	2,088	2,347	2,297	2,089	2,414	2,133
REVENUE	\$ 662	\$ 656	\$ 661	\$ 663	\$ 663	\$ 674	\$ 668	\$ 674	\$ 657	\$ 676	\$ 673	\$ 677	\$ 674	\$ 677	\$ 675
# OF CUSTOMERS	21,205	21,155	21,264	21,281	21,268	21,528	21,585	21,593	21,380	21,566	21,736	21,714	21,716	21,745	21,767



**Guam WaterWorks Authority  
Biosolids Billings Comparative  
as of September 2022**

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	TOTAL
FY2022	\$ 50,803	\$ 64,098	\$ 79,087	\$ 68,668	\$ 82,964	\$ 38,424	\$ 25,468	\$ 21,457	\$ 86,755	\$ 64,783	\$ 35,015	\$ 26,430	\$ 643,951
FY2021	\$ 141,445	\$ 95,844	\$ 140,966	\$ 141,856	\$ 154,538	\$ 144,941	\$ 137,254	\$ 132,140	\$ 89,595	\$ 101,208	\$ 69,096	\$ 74,370	\$ 1,423,253
													-55%
													-\$779,302



Note: As of September 30, 2022, GWA biosolid billings showing a decrease by 55% compared to same period last fiscal year.

Billings includes HCF fees.

It was reported back on April 2022, stockpile of sludge in a temporary drying bed that will likely be disposed during this fiscal year and FY2023 estimated to be around \$340,000.

Based on above trend, we should expect most of the stockpile of sludge will be recognized next fiscal year.

We are expecting an estimated decrease of sludge between 50% to 70% from the Northern District Plant.

**KEY INDICATORS**  
**As of September 30, 2022**

Indicators	Target	Jul-22	Aug-22	Sep-22
Days in Cash	90	62.42	61.62	63.5
Collection Ratio				
* Month to Date	98%	0.90	0.92	0.91
* Year to Date	98%	0.99	0.99	0.98
Account Receivable Days	60	64.51	67.94	65.9
Account Payable Days	40 days	31	30	32
Residential Customers	21,691	21716	21745	21767
Trucks Purchased - FY2020	4			
Trucks Purchased - FY2021	2			
Trucks Purchased - FY2022	4	3	3	3
Plastic	0%	7%	6%	12%
Contamination Rate	25.0%	81%	78%	49%

Note: September 2022 A/R Days increased due to a nonpayment by one of the major commercial haulers, Payment of \$136k was subsequently paid on October 3, 2022.





# GUAM SOLID WASTE AUTHORITY

**LOURDES A. LEON GUERRERO**  
Governor of Guam

**JOSHUA F. TENORIO**  
Lt. Governor of Guam

**IRVIN L. SLIKE**  
General Manager



GSWA BOARD RESOLUTION NO 2023-001

**GSWA Board Resolution No. 2023-001  
RELATIVE TO APPROVING THE CREATION OF POSITIONS FOR  
HOUSEHOLD HAZARDOUS WASTE TECHNICIAN I  
HOUSEHOLD HAZARDOUS WASTE TECHNICIAN II  
HOUSEHOLD HAZARDOUS WASTE TECHNICIAN SUPERVISOR**

**WHEREAS**, Public Law 34-58 which amended 10 GCA Chapter 51A, GSWA's Statute, authorizes GSWA to create new positions; and

**WHEREAS**, 4GCA, §6303(d) authorizes the General Manager to petition to the Board of Directors to create positions in the classified service; and

**WHEREAS**, on September 26, 2022, the General Manager released the petition to create the Household Hazardous Waste Technician I, Household Hazardous Waste Technician II, and Household Hazardous Waste Technician Supervisor positions in the classified service by providing its justification, essential details concerning the creation of the position, and analysis of similarities and differences between the position and positions listed pursuant to 4GCA §4101.1, the position description, the proposed pay range and demonstration of compliance with 4GCA §6301, a fiscal note as that term is described in 2GCA§9101 *et seq.*, and any other pertinent information; and

**WHEREAS**, to ensure transparency and disclosure is conducted in the creation of the Household Hazardous Waste Technician Series positions and to comply with 4GCA Ch.6 § 6205 and §6303, management provided to the media a news release on September 27, 2022, posted its petition on the GSWA website from September 26, 2022 to October 10, 2022 and DOA website from September 30, 2022 to October 14, 2022;

**THEREFORE, BE IT HEREBY RESOLVED** by the Board of Directors as the Governing Body of the Guam Solid Waste Authority approves and authorizes the following:

1. Management's petition to establish the creation of the Household Hazardous Waste Technician I, Household Hazardous Waste Technician II, and Household Hazardous Waste Technician Supervisor positions in the classified service.
2. To adopt proposed minimum and maximum range of compensation for GSWA in accordance with the Strategic Pay Methodology as follows:

Positions	Hay Points	Grade	Min	Max
Household Hazardous Waste Technician I	175	H	\$26,520	\$46,742
Household Hazardous Waste Technician II	228	J	\$31,076	\$54,771
Household Hazardous Waste Technician Supervisor	298	L	\$37,100	\$65,389

3. Board of Directors authorizes Management to transmit copies of such petitions to the Director of Department of Administration and the Legislative Secretary as required under 4GCA §6303(d).



# GUAM SOLID WASTE AUTHORITY

LOURDES A. LEON GUERRERO  
Governor of Guam

JOSHUA F. TENORIO  
Lt. Governor of Guam

IRVIN L. SLIKE  
General Manager



GSWA BOARD RESOLUTION NO. 2023-001

Ayes: 4

Nays: 0

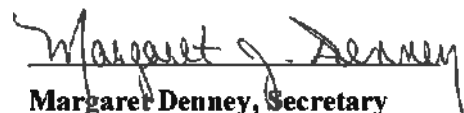
Absent: 1

Abstain: 0

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Guam Solid Waste Authority, Guam, on the 20<sup>th</sup> day of October 2022.

GUAM SOLID WASTE AUTHORITY  
BOARD OF DIRECTORS

  
Andrew Gayle, Chairman

  
Margaret Denney, Secretary

ATTEST:

ALICIA FEJERAN, CLERK

BY: 



# GUAM SOLID WASTE AUTHORITY

**LOURDES A. LEON GUERRERO**  
Governor of Guam

**JOSHUA F. TENORIO**  
Lt. Governor of Guam

**IRVIN L. SLIKE**  
General Manager



GSWA BOARD RESOLUTION NO.2023-002

## **GSWA Board Resolution No. 2023-002 RELATIVE TO APPROVING THE CREATION OF POSITIONS FOR SCALE HOUSE ATTENDANT SCALE HOUSE SUPERVISOR**

**WHEREAS**, Public Law 34-58 which amended 10 GCA Chapter 51A, GSWA's Statute, authorizes GSWA to create new positions; and

**WHEREAS**, 4GCA, §6303(d) authorizes the General Manager to petition to the Board of Directors to create positions in the classified service; and

**WHEREAS**, on September 26, 2022, the General Manager released the petition to create the Scale House Attendant and Scale House Supervisor positions in the classified service by providing its justification, essential details concerning the creation of the position, and analysis of similarities and differences between the position and positions listed pursuant to 4GCA §4101.1, the position description, the proposed pay range and demonstration of compliance with 4GCA §6301, a fiscal note as that term is described in 2GCA§9101 *et seq.*, and any other pertinent information; and

**WHEREAS**, to ensure transparency and disclosure is conducted in the creation of the Scale House Series positions and to comply with 4GCA Ch.6 § 6205 and §6303, management provided to the media a news release on September 27, 2022, posted its petition on the GSWA website from September 26, 2022 to October 10, 2022 and DOA website from September 30, 2022 to October 14, 2022;

**THEREFORE, BE IT HEREBY RESOLVED** by the Board of Directors as the Governing Body of the Guam Solid Waste Authority approves and authorizes the following:

1. Management's petition to establish the creation of the Scale House Attendant I and Scale House Supervisor positions in the classified service.
2. To adopt proposed minimum and maximum range of compensation for GSWA in accordance with the Strategic Pay Methodology as follows:

Positions	Hay Points	Grade	Min	Max
Scale House Attendant I	220	J	\$31,076	\$54,771
Scale House Supervisor	282	K	\$33,911	\$59,768

3. Board of Directors authorizes Management to transmit copies of such petitions to the Director of Department of Administration and the Legislative Secretary as required under 4GCA §6303(d).

Ayes: 4

Nays: 0



# GUAM SOLID WASTE AUTHORITY

**LOURDES A. LEON GUERRERO**  
Governor of Guam

**JOSHUA F. TENORIO**  
Lt. Governor of Guam

**IRVIN L. SLIKE**  
General Manager



GSWA BOARD RESOLUTION NO 2023-002

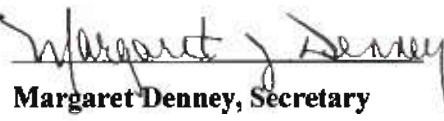
Absent: 1

Abstain: 0

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Guam Solid Waste Authority, Guam, on the 20<sup>th</sup> day of October 2022.

**GUAM SOLID WASTE AUTHORITY  
BOARD OF DIRECTORS**

  
**Andrew Gayle, Chairman**

  
**Margaret Denney, Secretary**

**ATTEST:**

**ALICIA FEJERAN, CLERK**

BY: 





# GUAM SOLID WASTE AUTHORITY

LOURDES A. LEON GUERRERO  
Governor of Guam

JOSHUA F. TENORIO  
Lt. Governor of Guam

IRVIN L. SLIKE  
General Manager



GSWA BOARD RESOLUTION NO.2023-003

**GSWA Board Resolution No. 2023-003  
RELATIVE TO PETITIONING THE PUBLIC UTILITIES COMMISSION (PUC) FOR  
THE APPROVAL OF THE AWARD TO MID PAC FAR EAST FOR THREE (3) EACH  
24 CUBIC YARD REFUSE TRUCK WITH SIDE AND REAR LOADING**

**WHEREAS**, on Friday, July 29, 2022, the Guam Solid Waste Authority (GSWA) issued an Invitation for Bid (IFB) No. GSWA007-22 to solicit the purchase of a minimum of one (1) and maximum of three (3) each 24 cubic yard refuse trucks with side and rear loading for GSWA; and

**WHEREAS**, the Authority had two (2) prospective bidders that acquired bid documents, and two (2) were submitted by the submission deadline of September 30, 2022 at 10:00 a.m.; and

**WHEREAS**, bids were publicly opened on Friday, September 30, 2022 at the GSWA Conference room; and

**WHEREAS**, Far East Equipment and Mid Pac Far East submitted bids for GSWA consideration; and

**WHEREAS**, Mid Pac Far East was determined to be the lowest responsive bidder meeting the requirements of the bid solicitation; and

**WHEREAS**, the total purchase amount for the three (3) each 24 cubic yard refuse trucks with side and rear loading at the prices offered are to be approximately \$1,330,000.00 and can be delivered within 310 days from the issued date on the purchase order.

**WHEREAS**, GSWA issued Notice of Intent to Award to Mid Pac Far East on October 5, 2022; and

**WHEREAS**, funding for this contract will be from GSWA Operations Fund; and

**THEREFORE, BE IT HEREBY RESOLVED** by the Board of Directors as the Governing Body of the Guam Solid Waste Authority authorizes Management to petition the Public Utilities Commission (PUC) to review and approve the award to Mid Pac Far East in accordance with the Contract Review Protocol for the Guam Solid Waste Authority.

Ayes: 4

Nays: 0



# GUAM SOLID WASTE AUTHORITY

**LOURDES A. LEON GUERRERO**  
Governor of Guam

**JOSHUA F. TENORIO**  
Lt. Governor of Guam

**IRVIN L. SLIKE**  
General Manager



GSWA BOARD RESOLUTION NO.2023-003

Absent: 1

Abstain: 0

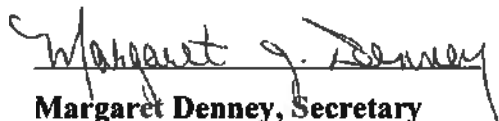
Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Guam Solid Waste Authority, Guam, on the 20<sup>th</sup> day of October 2022.

**GUAM SOLID WASTE AUTHORITY  
BOARD OF DIRECTORS**

  
**Andrew Gayle, Chairman**

**ATTEST:  
ALICIA FEJERAN, CLERK**

BY: 

  
**Margaret Denney, Secretary**



# GUAM SOLID WASTE AUTHORITY

LOURDES A. LEON GUERRERO  
Governor of Guam

JOSHUA F. TENORIO  
Lt. Governor of Guam

IRVIN L. SLIKE  
General Manager



GSWA BOARD RESOLUTION NO 2023-004

**GSWA Board Resolution No. 2023-004  
RELATIVE TO GSWA BOARD OF DIRECTORS AUTHORIZING GSWA  
MANAGEMENT TO COMMIT \$100,000.00 AS A COST SHARE FOR THE  
ENVIRONMENTAL PROTECTION AGENCY 2022 DIESEL EMISSIONS  
REDUCTION ACT (DERA) TRIBAL AND INSULAR AREAS GRANT APPLICATION**

**WHEREAS,** United States Environmental Protection Agency (EPA) Office of Air and Radiation and Office of Transportation and Air Quality is accepting applications for the 2022 Diesel Emissions Reduction Act (DERA) Tribal and Insular Areas Grant; and

**WHEREAS,** The Guam Solid Waste Authority desires to participate in this grant to seek funding for replacement engines, vehicles, and equipment that meets the criteria stated in the DERA Tribal and Insular Areas Grant; and

**WHEREAS,** the Authority is seeking Board approval to commit \$100,000.00 from GSWA Operations Fund Capital Outlay to cover the cost share for the grant application; and

**WHEREAS,** the Authority has previously identified the high priority need to replace its fleet and intends on utilizing any awarded grant monies to procure 6yd rear loading refuse trucks; and

**WHEREAS,** the deadline to submit the grant application is on October 26, 2022; and

**THEREFORE, BE IT HEREBY RESOLVED** by the Board of Directors as the Governing Body of the Guam Solid Waste Authority authorizes Management to submit its application to EPA and commit \$100,000 from GSWA Operations Fund Capital Outlay to cover the cost share for the DERA Tribal and Insular Areas Grant and utilize the funding to procure replacement 6yd rear loading refuse trucks.

Ayes: 4

Nays: 0

Absent: 1

Abstain: 0



# GUAM SOLID WASTE AUTHORITY

**LOURDES A. LEON GUERRERO**  
Governor of Guam

**JOSHUA F. TENORIO**  
Lt. Governor of Guam

**IRVIN L. SLIKE**  
General Manager



GSWA BOARD RESOLUTION NO 2023-004

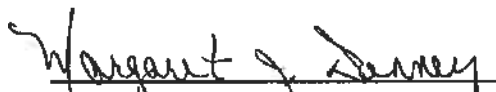
Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of Guam Solid Waste Authority, Guam, on the 20<sup>th</sup> day of October 2022.

**GUAM SOLID WASTE AUTHORITY  
BOARD OF DIRECTORS**

  
**Andrew Gayle, Chairman**

**ATTEST:  
ALICIA FEJERAN, CLERK**

**BY:** 

  
**Margaret Denney, Secretary**





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Lt. Governor of Guam

**IRVIN L. SLIKE**  
General Manager



## **NEWS RELEASE**


### **GUAM SOLID WASTE AUTHORITY CREATION OF POSITIONS**

The Guam Solid Waste Authority (GSWA) petitions the GSWA Board of Directors to create the following positions (Classified):

**HOUSEHOLD HAZARDOUS WASTE TECHNICIAN I (GSWA)**  
**HOUSEHOLD HAZARDOUS WASTE TECHNICIAN II (GSWA)**  
**HOUSEHOLD HAZARDOUS WASTE TECHNICIAN SUPERVISOR (GSWA)**

This petition is in compliance with Public Law 34-58 and 4GCA §6303 (d) which authorizes the creation of positions in Autonomous Agencies and Public Corporation. The petition is also required by 4 GCA. § 6205 and § 6303 as public documents for the purposes of 5 GCA, Ch. 10, Art. 1 (Sunshine Law).

For more information, please visit GSWA's website at [www.gswa.guam.gov/jobs.html](http://www.gswa.guam.gov/jobs.html) or contact GSWA Administrative Office at 671-646-3111.

  
IRVIN L. SLIKE  
General Manager



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General Manager



## PETITION CREATION OF POSITIONS

### I. REQUEST:

The Guam Solid Waste Authority (GSWA) petitions the GSWA Board of Directors to create the following positions in the classified service pursuant to 4GCA §6303(d) Creation of positions in the Autonomous Agencies and Public Corporations:

- ☐ **Household Hazardous Waste Technician I**
- ☐ **Household Hazardous Waste Technician II**
- ☐ **Household Hazardous Technician Supervisor**

### II. AUTHORITY:

Public Law 34-58 (Amended 10 GCA Ch.51A – GSWA Statute), *Section 1(e) A new position shall include justification, an analysis of similarities and/or differences between the position to be created and positions listed pursuant to 4 GCA §4101.1, the position description, the proposed pay range and demonstration of compliance with 4 GCA §6301, a fiscal note as that term is described in 2 GCA §9101 et seq., and any other pertinent information.*

(1) A new position shall include justification:

A. *The justification for the new positions;*

Since the opening of the Household Hazardous Waste Facility on January 23, 2015, the operations have been contracted to a private contractor to accept and handle various household hazardous waste from Guam residents.

Although the program is free to all residents, the costs are covered by tipping fees paid by GSWA customers. In an effort to realize savings, GSWA has identified that the operations of the HHW Facility can be performed by its employees that undergo necessary certifications.

The creation of these positions is for the efficient and effective performance of duties and functions of the HHW Facility. The creation of these positions is necessary to continue the proper collection of HHW and provide residents with a safe way to dispose of HHW as many types of HHW should not be landfilled or dumped in storm drains or septic systems and can be very harmful to the health of others and the environment.

B. *An analysis of similarities and/or differences between the position to be created and positions listed pursuant to 4 GCA §4101.1;*



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The positions above are new for GSWA. These positions provide GSWA with the ability to hire in-house staff to operate HHW Facility and continue an HHW collection program for Guam.

C. *The Position descriptions;*

See attached.

D. *The proposed pay ranges and demonstration of compliance with 4 GCA §6301 of this title:*

See below.

E. *A fiscal note as that term is described in 2 GCA §9101 et seq.; and any other pertinent information.*

GSWA certifies that this position is budgeted and that funding is available for the creation, filing, and retention of the newly created position. The funding of this position does not have an impact on the General Fund.

*(2) The General Manager of the Authority and the Director of the Department of Administration shall post the position on their respective websites for ten (10) working days. After the posting the head shall forward the petition along with evidence of compliance with Title 5 GCA §6303.1(a), to the governing board or commission who, if they approve the same shall approve the petition by resolution and file the petition and resolution for records with the Director of Department of Administration and the Legislative Secretary.*

*(3) No new positions may be filled until after the compliance with the provision of this Section and thirty (30) days has elapsed from the date of filing with the Legislative Secretary.*

### III. METHODOLOGY:

The “benchmark” classification methodology was followed and a review of the proposed position descriptions, GSWA’s organizational chart, staffing pattern, and comparable position standards. For internal review purposes, a 2021 wage study was used to reference the comparable positions available – the source data of which included the 2020 US DOL



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BLS, 2017 Guam Employers Council – wage study, and 2020 staffing patterns of local utility agencies.

To determine the pay grade of each position, an outside consultant was utilized to conduct an evaluation using the Hay Guide Chart – Profile Method. The Hay points were determined based on the factors of *Know-How, Problem Solving, & Accountability*.

## IV. Classification Review

### A. Household Hazardous Waste Technician I

*Position Title:* Performs a wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW) to ensure compliance with local and federal ordinances, laws, statutes and regulations.

*Illustrative Examples of Work:* The nature of work reflects that of basic technical processes surrounding compliance with local and federal ordinances, laws, statutes, and regulations regarding hazardous household waste.

*Minimum Knowledge, Abilities, & Skills:* The minimum knowledge, abilities, and skills reflect the work characteristics necessary to the basic understanding of proper procedures to handle hazardous household waste.

*Minimum Experience & Training:* The quantity and quality of training and experiences take into consideration the minimum knowledge, abilities and skills required to successfully comply with how to handle hazardous household waste.

*Hay Evaluation:* The staff evaluated the position of Household Hazardous Waste Technician I to assess the pay grade. The Know-How, Problem Solving, and Accountability points of the job are as follows:

KH	PS	ACCT	Profile	TP	PG
C I 1 115	C 2 (22%) 25	B 1 C 25	Level	165	H

The job entails performing a wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW) to ensure compliance with local and federal ordinances, laws, statutes, and regulations.

The Know How is placed at a C which is characterized as general/process/procedural, which means the knowledge at this level is applying practical methods and techniques, work procedures and processes, and or proficiency in the specialized use in materials and tools typically required through specialized training. The managerial skill is I which means specific - the performance or supervision of multiple activities are specific as to the objective and content. The position's human relation skill is at a 1. The job involves dealing with others as primarily concerned with requesting and providing information. Required for effective communication are courtesy and tact.

For Problem Solving, the evaluation is C or semi-routine. This position's thinking is within well-defined, somewhat diversified procedures with many precedents covering most situations and readily available assistance. The thinking challenge is a 2 or



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patterned because the position deals with similar situations that require solutions by the discriminating choice between known alternatives.

For Accountability, the freedom to act is a B or controlled because the position is subject to instruction and established work routines, under close supervision. The area of impact is 1 or very small only dealing with areas within the organization and the nature of impact is C or Contributory because the position interprets, advises or facilitates services for use by others to achieve results.

The position's profile is LEVEL which means that the job's accountability and problem-solving are equal. The evaluation resulted in the total hay points of 165 which is at Pay Grade H under the GSWA Pay Plan (GSWAPP).

## B. Household Hazardous Waste Technician II

*Position Title:* Performs a wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW) to ensure compliance with local and federal ordinances, laws, statues and regulations.

*Illustrative Examples of Work:* The nature of work reflects that of basic technical processes surrounding compliance with local and federal ordinances, laws, statutes, and regulations regarding hazardous household waste.

*Minimum Knowledge, Abilities, & Skills:* The minimum knowledge, abilities, and skills reflect the work characteristics necessary to the basic understanding of proper procedures to handle hazardous household waste as well as work effectively with other employees.

*Minimum Experience & Training:* The quantity and quality of training and experience takes into consideration the prior years of the minimum knowledge, abilities and skills required to successfully comply with how to handle hazardous household waste.

*Hay Evaluation:* The staff evaluated the position of Household Hazardous Waste Technician I to assess the pay grade. The Know-How, Problem Solving, and Accountability points of the job are as follows:

KH	PS	ACCT	Profile	TP	PG
D I 2 152	C 3 (25%) 38	C 1 C 38	Level	228	J

The job entails performing a wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW) to ensure compliance with local and federal ordinances, laws, statues, and regulations.

The KH is placed at a D which is characterized as advanced, which means broad or specialized knowledge of methods, techniques and processes with some knowledge of the basic theoretical background and is acquired through advanced specialized training





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General Manager



or broad practical work experience. The managerial skill is I which means specific - the performance or supervision of multiple activities are specific as to the objective and content. The position's human relation skill is at a 2 or reason. The job involves interaction with others requiring understanding, influencing, and supporting people, through applying technical knowledge or rational arguments, aimed at causing actions or acceptance of others.

For Problem Solving, the evaluation is C or semi-routine. This position's thinking is within well-defined, somewhat diversified procedures with many precedents covering most situations and readily available assistance. The thinking challenge is a 3 or variable because differing situations require the identification of issues, the application of judgment, and the selection of solutions within the area of expertise and acquired knowledge.

For Accountability, the freedom to act is a C or standardized, operating within practices and procedures, general work instructions and supervision of progress and results. The area of impact is 1 or very small only dealing with areas within the organization and the nature of impact is C or Contributory because the position interprets, advises or facilitates services for use by others to achieve results.

The position's profile is LEVEL which means that the job's accountability and problem-solving are equal. The evaluation resulted in the total hay points of 228 which is at Pay Grade J under the GSWA Pay Plan (GSWAPP).

## C. Household Hazardous Waste Technician Supervisor

*Position Title:* This position supervises and coordinates Hazardous Household Waste Technicians in a wide range of highly specialized activities related to Hazardous Household Waste to ensure compliance with local and federal ordinances, laws, statutes and regulations.

*Illustrative Examples of Work:* The nature of work reflects that of complex, wide range of technical processes surrounding compliance with local and federal ordinances, laws, statutes, and regulations regarding hazardous household waste as well as administering household hazardous waste program initiatives to be compliant with local and federal ordinances, laws, statutes and regulations as well as supervising the daily activity of Household Hazardous Waste Technicians.

*Minimum Knowledge, Abilities, & Skills:* The minimum knowledge, abilities, and skills reflect the work characteristics necessary to the complex understanding of proper procedures to handle hazardous household waste as well as the ability to coordinate and drive program initiatives and supervise Household Hazardous Waste Technicians.

*Minimum Experience & Training:* The quantity and quality of training and experience takes into consideration the prior years of experience with the minimum knowledge, abilities and skills required to successfully comply with how to handle hazardous



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General Manager



household waste, certification in HAZWOPPER, forklift operating, and supervisory experience.

*Hay Evaluation:* The staff evaluated the position of Household Hazardous Waste Technician I to assess the pay grade. The Know-How, Problem Solving, and Accountability points of the job are as follows:

KH	PS	ACCT	Profile	TP	PG
D I 3 175	D 3 (33%) 57	D 1 C 66	+1	298	L

The job entails performing a wide range of complex technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW) to ensure compliance with local and federal ordinances, laws, statutes, and regulations as well as to provide supervision to Hazardous Household Waste Technicians coordinating program initiatives.

The KH is placed at a D which is characterized as advanced, which means broad or specialized knowledge of methods, techniques and processes with some knowledge of the basic theoretical background and is acquired through advanced specialized training or broad practical work experience. The managerial skill is I which means specific - the performance or supervision of multiple activities are specific as to the objective and content. The position's human relation skill is at a 3 or change behavior. The job involves interaction with others is primarily concerned with influencing, developing and motivating people and change behavior and this often involves the creation of the right working climate.

For Problem Solving, the evaluation is D or standardized. This position's thinking is within multiple substantially different procedures, standards and precedents and/or access to assistance. The thinking challenge is a 3 or variable because differing situations require the identification of issues, the application of judgment, and the selection of solutions within the area of expertise and acquired knowledge.

For Accountability, the freedom to act is a D or generally regulated, operating within practices and procedures covered by precedents or well-defined policies and review of end results. The area of impact is 1 or very small only dealing with areas within the organization and the nature of impact is C or Contributory because the position interprets, advises or facilitates services for use by others to achieve results.

The position's profile is +1 which means that the job's accountability is higher than its problem-solving. The evaluation resulted in the total hay points of 298 which is at Pay Grade L under the GSWA Pay Plan (GSWAPP).



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General Manager




## V. RECOMMENDATION:

1. To approve the creation of the following positions in the classified service.
  - **Household Hazardous Waste Technician I**
  - **Household Hazardous Waste Technician II**
  - **Household Hazardous Waste Technician Supervisor**
2. To adopt proposed minimum and maximum range of compensation for GSWA in accordance with the Strategic Pay Methodology as follows:

Positions	Hay Points	Grade	Min	Max
Household Hazardous Waste Technician I	175	H	\$26,520	\$46,742
Household Hazardous Waste Technician II	228	J	\$31,076	\$54,771
Household Hazardous Waste Technician Supervisor	298	L	\$37,100	\$65,389

  
Alicia Fejeran  
GSWA Chief of Administration

  
Irvin L. Slike  
GSWA General Manager

  
Kathrine B. Kakigi  
GSWA Controller

## HOUSEHOLD HAZARDOUS WASTE TECHNICIAN I

### **NATURE OF WORK**

Performs a wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW) to ensure compliance with local and federal ordinances, laws, statutes and regulations.

### **ILLUSTRATIVE EXAMPLES OF WORK** *(Any one position may not include all the duties listed, not do the examples cover all the duties in which may be performed)*

- Performs wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, bulking, shipping, etc. of HHW to ensure compliance.
- Accepts wastes, survey customers, sort materials, perform waste screening, and segregate waste streams for disposal and recycling.
- Directs and controls the flow of vehicles through the Household Hazardous Waste Facility (HHWF) for the safe unloading of materials.
- Greets residents, inspects material for eligible HHW, provide customer service excellence.
- Ensure safety and housekeeping procedures are followed.
- Performs hazardous classification testing of unknown materials and identifying compatible waste.
- Assists with sorting, bulking, packaging, labeling, manifesting, and preparation of materials for transport.
- Assist the public with HHW inquiries and finds disposal options for household materials.
- Educates the public, civic groups and other organizations on HHW proper use of fertilizers, pesticides, herbicides and other environmentally related items.
- Performs disaster and emergency response activities.
- Performs related duties as required.

### **MINIMUM KNOWLEDGE AND TRAINING**

Ability to apply routing standard procedures and tasks where simple analytic ability is required to select and execute appropriate actions.

Ability to frequently lift heavy containers (up to 60 pounds) and moving waste containers up to 1,800 pounds with a pallet jack, drum dolly, or forklift.

Ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances.

Ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

Ability to apply safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to maintain daily work records.

**MINIMUM EXPERIENCE AND TRAINING**

- A) One year of experience in the operation of household hazardous waste handling; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATION**

Possession of a valid chauffeur's license.

40-hour HAZWOPR trained within two (2) months

Forklift certification within 5 months

ESTABLISHED:

Pay Grade/Plan	H (GSWAPP)	
Hay Evaluation:	Evaluation Code:	Points:
Know How	DI2	152
Problem Solving:	C3(25%)	38
Accountability:	B1C	25
Total Points:		165

SIGNATURE

**DEPARTMENT OF ADMINISTRATION**  
**POSITION DESCRIPTION QUESTIONNAIRE INSTRUCTIONS**

**WHO SHOULD COMPLETE THE QUESTIONNAIRE?**

- (1) The employee occupying the position (jobholder) completes the first six (I-VI) sections of the questionnaire.
- (2) The employee completes Section VII if he/she chooses to do so. If the employee decides not to complete Section VII, mark the box provided. The direct supervisor will then complete Section VII for the employee.
- (3) The direct supervisor completes Section VIII. It is to add or clarify any of the information provided by the employee/jobholder or to provide different information.
- (4) The direct supervisor completes the questionnaire for vacant positions.
- (5) Section IX is completed by the Human Resources Office.

**I. JOB IDENTIFICATION:**

- Position Title: Show the official (payroll) title only.
- Official Position No.: Show the official number provided in the staffing pattern for the job. Although the employee/jobholder may change from time to time, the position number does not change. It is a position management tool.
- Job Location: Show the exact location of the position within the organization.
- Direct Supervisor: Show the official position title and name of supervisor or manager to whom the jobholder must report.

**II. JOB DESCRIPTION:**

**ESSENTIAL FUNCTIONS:** These are the required job duties of the position that a qualified person must perform. Under the Americans with Disability Act, the duties are performed either with or without a "reasonable accommodation." Without one of the essential functions, the need for the job is changed.

The description of functions performed must be short, clear and correct. It should tell what is done and its purpose or why. It should not tell how it is done. The duties are specific. Do not use unclear, general statements. Do not use additional papers.

Organize and list the job functions in one of the formats selected below. Mark the format selected. The format selected is only for the purpose of organizing the description of the job. It will not determine the job's classification and pay.

- (1) Daily work assignments – proper for job functions that are repetitive and have specific work operations and procedures. List the functions beginning with the first daily work assignment and ending with the last work assignment.
- (2) Percentage of time – proper for jobs that have varied functions and responsibilities. List the functions by percentage of time spent, beginning with the highest percentage. The total % should equal 100%.
- (3) Order of importance – proper for job functions that provide levels of importance. List the functions beginning with the most important function and ending with the least important. All functions are performed, however.

**NONESSENTIAL FUNCTIONS:** Nonessential functions are tasks that are minor, or not required to the completion of the essential functions. In addition, nonessential functions are those that could be performed by other workers. The phrase, "performs related duties as assigned" is normally listed here.

**III. MINIMUM QUALIFICATION REQUIREMENTS:**

These are the minimum requirements needed to qualify for the job. They are necessary for satisfactory performance of the job's essential functions. It is not to show the employee's (jobholder's) qualifications. They are used further in the job analysis necessary for the creation of position classification standards.

**Experience** – Show the type and length (months or years) of experience needed by a qualified applicant to perform the essential functions of the job.

**Education** – Show the formal schooling or training required for a qualified applicant to perform the essential functions of the job.

**DEPARTMENT OF ADMINISTRATION  
POSITION DESCRIPTION QUESTIONNAIRE**

## I. IDENTIFICATION

<b>Official Position Title:</b>	Household Hazardous Waste Technician I		<b>Official Position No.:</b>	
<b>Job Location:</b>	Guam Solid Waste Authority	Engineering	HHW	
	(Department/Agency)	(Division)	(Section/Unit)	
<b>Name:</b>				
	Last	First	Middle Initial	
<b>Pay Grade:</b>	<u>H</u>	<input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Unclassified	<input checked="" type="checkbox"/> Position Vacant
<b>Supervisor:</b>	HHW Technician Supervisor			
	(Name of Direct Supervisor)		Title of Supervisor	

## II. DESCRIPTION OF DUTIES

Duty No. or % of Time	ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that <b>MUST</b> be performed. List duties in one of the formats below.
	(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day. (2) Percentage of time and show % for each (total % equals 100%). (3) Order of importance, beginning with the most important.
	Mark (✓ or X) one format only: [ ] (1), [ ] (2), [ ] (3)
1	Performs wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, bulking, shipping, etc. of HHW to ensure compliance.
2	Accepts wastes, survey customers, sort materials, perform waste screening, and segregate waste streams for disposal and recycling.
3	Directs and controls the flow of vehicles through the Household Hazardous Waste Facility (HHWF) for the safe unloading of materials.
4	Greets residents, inspects material for eligible HHW, provide customer service excellence.
5	Ensure safety and housekeeping procedures are followed.
6	Performs hazardous classification testing of unknown materials and identifying compatible waste.
7	Assists with sorting, bulking, packaging, labeling, manifesting, and preparation of materials for transport.
8	Assist the public with HHW inquiries and finds disposal options for household materials.
9	Educates the public, civic groups and other organizations on HHW proper use of fertilizers, pesticides, herbicides and other environmentally related items.
10	Performs disaster and emergency response activities.
11	Performs related duties as required.
<b>NON-ESSENTIAL FUNCTIONS:</b> List duties and responsibilities not listed above that <b>may be</b> performed, as assigned.	



**III. CONTACTS:** Departments, agencies and individuals you deal with during the course of your daily activities.

**A. Within your department/agency. Mark [✓] one box:**

[ ] None

[ ] Up to 15% of total working hours

[✓] 5 - 50% of total working hours

[ ] Over 50%

**B. Outside your department/agency. Mark [✓] one box:**

[ ] None

[ ] Up to 15% of total working hours

[✓] 5 – 50% of total working hours

[ ] Over 50%

**IV. SUPERVISION RECEIVED:** How closely is the employee's/jobholder's work reviewed by the direct supervisor?  
Mark (✓) one correct response.

	Detailed and specific instructions / procedures received or followed for each assignment.
✓	<b>General Supervision</b> – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
	<b>Direction</b> – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
	<b>General Direction</b> – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**V. SUPERVISION EXERCISED:** The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
	N/A	

**VI. EQUIPMENT:** List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

Tools / Equipment	Percent (%) of Time for Each
Pallet jack, drum dolly, or forklift	85
Computer	15

## VII. JOB REQUIREMENTS

☒ Mark ☒ here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

### 1. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

1. **WORK EXPERIENCE:** List the general, specialized and/or supervisory/management work experience needed and how much (in months and/or years). If none, mark ☒ "**No work experience required.**"

☐ No work experience is required.

**General:** A. One (1) Year experience in the operation of Household Hazardous Waste handling;

B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

**Specialized:**

**Supervisor/Management:**

**If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.**

Ability to apply routing standard procedures and tasks where simple analytic ability is required to select and execute appropriate actions. Ability to frequently lift heavy containers (up to 60 pounds) and moving waste containers up to 1,800 pounds with a pallet jack, drum dolly, or forklift. Ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances. Ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements. Ability to apply safe work practices on the job. Ability to work effectively with the public and employees. Ability to maintain daily work records.

### 2. FORMAL EDUCATION OR TRAINING: Mark ☒ the most applicable education level required.

- a. ☐ Below High School – Show Number of Years
- b. ☒ High School Graduation / GED
- c. ☐ Vocational / Technical School

Show specific training that is required by this position:

Must become 40-Hour HAZWOPR trained within two months; and

Obtain forklift certification within six months.

- d. ☐ Some college

Show number of ☐ Semester Hours or ☐ Quarter Hours.

Show specific courses required by the essential functions of this job.

- e. College Degree (Show major area of study required.)

☐ Associate's:

☐ Bachelor's:

☐ Master's:

☐ Beyond Master's:

### 3. CRITICAL SKILLS / EXPERTISE:

**4. LICENSE, REGISTRATION OR CERTIFICATION:** List possession of required license, professional registration/certification needed to perform essential functions.

Possession of a valid chauffeur's license. Must become 40-Hour HAZWOPR trained within two months; and  
Obtain forklift certification within six months.

**B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS**

**1. Mark [✓] the most appropriate physical requirement(s) for the job.**

- |  |  |
|--|--|
| <input type="checkbox"/> Sitting                             | The job requires the employee to sit in a comfortable position most of the time. The employee can move about.        |
| <input type="checkbox"/> Sitting                             | Employee is required to sit for extended periods or time without being able to leave the work area.                  |
| <input checked="" type="checkbox"/> Sitting/Standing/Walking | The employee is required to sit, stand, walk most of the time.   |
| <input type="checkbox"/> Climbing                            | Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.                         |
| <input checked="" type="checkbox"/> Lifting                  | Employee is required to raise or lower objects from one level to another regularly.                                  |
| <input checked="" type="checkbox"/> Pulling and/or Pushing   | The job requires exerting force up to 100 pounds on a regular basis to move the object to or away from the employee. |
| <input checked="" type="checkbox"/> Carrying                 | The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).             |
| <input checked="" type="checkbox"/> Reaching                 | The employee is regularly required to use the hands and arms to reach for objects.                                   |
| <input type="checkbox"/> Stooping and Crouching              | The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.             |
| <input type="checkbox"/> Crawling                            | Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.       |
| <input checked="" type="checkbox"/> Speaking                 | The job requires expressing ideas by the spoken word.  |
| <input checked="" type="checkbox"/> Listening                | The job requires the perception of speech or the nature of sounds in the air.  |
| <input type="checkbox"/> Other                               | Describe the requirement.  |

**2. Mark [✓] the most appropriate mental / visual requirement for the job.**

- |  |
|--|
| <input checked="" type="checkbox"/> General Intelligence (typical requirement for machine operators, office staff, etc.)                             |
| <input checked="" type="checkbox"/> Motor Coordination Skills (typical for automotive mechanic, painter, etc.)                                       |
| <input checked="" type="checkbox"/> Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.) |
| <input type="checkbox"/> Verbal Intelligence (typical for counselors, customer service representatives, etc.)  |
| <input type="checkbox"/> Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)   |
| <input type="checkbox"/> Other   |

**3. The job's most appropriate work environment and the weather exposure.**

**Show what percent of a typical workday is spent.** (Select one response only)

- |    |   |   |
|----|---|---|
| 10 | % | Indoors in a comfortable temperature-controlled environment (for instance, in an office).                     |
| 90 | % | Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.) |
| 0  | % | Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)                         |
| 0  | % | Outdoors but in an enclosed vehicle protected from extreme weather conditions.                                |

**4. Other physical working conditions.**

**Show what percent of a typical workday this position is exposed to:**

☐ Mark ☒ if none of the following is applicable.

75 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

0 % Vibration (i.e., operating jackhammer, impact wrench).

0 % Noise (Exposure at a level enough to cause hearing loss or fatigue).

0 % An improperly illuminated or awkward and confining work space.

0 % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

40 % Lifting or carrying items or objects. Describe item/object and weight:  
Heavy containers up to 60 lbs.

0 % Heat. Describe source and degree of high temperature.

0 % Cold. Describe source and degree of cold temperature:

0 % Other hazards. Describe:

**5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.**

☐ Mark ☒ if not applicable.

**CONDITION**

**FREQUENCY OF EXPOSURE**

**C. Work Schedule / Hours – Mark ☒ the most appropriate work schedule / hours for the job.**

☒ Regular – Standard Eight (8) hours daily, Monday – Friday

☐ Irregular – Shift work – A 24-hour work operation.

☐ Regular/Irregular – Overtime hours with overtime pay entitlement

State Purpose and total hours required per pay period.

Standard Eight (8) hours daily, Thursday through Monday

☐ Regular / Irregular – Overtime hours without overtime pay entitlement.

The information given on this position is complete and correct.

\_\_\_\_\_  
Signature of Employee


\_\_\_\_\_  
Date

# VIII. SUPERVISOR'S REVIEW

**IMPORTANT: This block to be filled out only by the Direct Supervisor.**

a.	(1)	Has the employee correctly stated his or her official payroll position title? [ ] Yes [ ] No						
	(2)	If not, what is the correct title? _____						
b.	(1)	Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [ ] Yes [ ] No						
	(2)	If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____						
c.	What positions under your supervision perform the same essential functions Give name and title: <table border="0"><thead><tr><th>Name</th><th>Title</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>		Name	Title	_____	_____	_____	_____
Name	Title							
_____	_____							
_____	_____							
d.	Does this position require (mark one) [ x ] Immediate supervision on a regular basis, [ ] Immediate supervision only for new/complex tasks, or [ ] Little immediate supervision.							
e.	Does the employee participate in (mark those appropriate) the [ ] Formulation, [ ] Interpretation, and/or [ x ] Application of Agency/Department policy. Give examples: _____ _____							
f.	The employee (mark one) [ ] Performs routine, well-defined tasks, [ x ] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [ ] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.							

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

_____ Signature of Immediate Supervisor	_____ Date
 _____ Signature of Department/Agency Head	_____ Date

**IX. Human Resources Office Review:**

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Position Title Name

Classification Correct: [ ] Yes [ ] No

If not, corrective action taken: (Attach copy of review made)

\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_  
Human Resources Manager Date

**HOUSEHOLD HAZARDOUS WASTE TECHNICIAN II****NATURE OF WORK**

Performs a wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW) to ensure compliance with local and federal ordinances, laws, statutes and regulations.

**ILLUSTRATIVE EXAMPLES OF WORK *(Any one position may not include all the duties listed, not do the examples cover all the duties in which may be performed)***

- Performs wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, bulking, shipping, etc. of HHW to ensure compliance.
- Accepts wastes, survey customers, sort materials, perform waste screening, and segregate waste streams for disposal and recycling.
- Greets residents, inspects material for eligible HHW, provide customer service excellence.
- Ensures proper sorting, bulking, packaging, labeling, manifesting and preparation of materials for transport.
- Under general supervision from HHW Supervisor provides work coordination and direction for other staff assigned to the HHW Facility.
- Educates the public, civic groups and other organizations on HHW proper use of fertilizers, pesticides, herbicides and other environmentally related items.
- Directs and controls the flow of vehicles through the HHW Facility for the safe unloading of materials.
- Ensure safety and housekeeping procedures are followed.
- Performs various administrative activities such as maintaining and updating a variety of records for submission of periodic reports, providing information to residents on the proper handling of HHW; etc.
- Performs disaster and emergency response activities.
- May order and maintain inventory of supplies and equipment.
- May coordinate, schedule, and monitor work assignments to ensure work order completion and a safe environment.
- May lead and train less skilled technicians.
- Performs related duties as required.



### **MINIMUM KNOWLEDGE AND TRAINING**

Ability to apply routing standard procedures and tasks where simple analytic ability is required to select and execute appropriate actions.

Ability to frequently lift heavy containers (up to 60 pounds) and moving waste containers up to 1,800 pounds with a pallet jack, drum dolly, or forklift.

Ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances.

Ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

Ability to apply safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to maintain daily work records.

### **MINIMUM EXPERIENCE AND TRAINING**

- A) At least 2 years of experience in the operation of household hazardous waste handling; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

### **NECESSARY SPECIAL QUALIFICATION**

Possession of a valid chauffeur's license

40-hour HAZWOPR

Forklift certification

ESTABLISHED:

Pay Grade/Plan	J (GSWAPP)	
Hay Evaluation:	Evaluation Code:	Points:
Know How	DI2	152
Problem Solving:	C3(25%)	38
Accountability:	C1C	38
Total Points:		228

**DEPARTMENT OF ADMINISTRATION**  
**POSITION DESCRIPTION QUESTIONNAIRE INSTRUCTIONS**

**WHO SHOULD COMPLETE THE QUESTIONNAIRE?**

- (1) The employee occupying the position (jobholder) completes the first six (I-VI) sections of the questionnaire.
- (2) The employee completes Section VII if he/she chooses to do so. If the employee decides not to complete Section VII, mark the box provided. The direct supervisor will then complete Section VII for the employee.
- (3) The direct supervisor completes Section VIII. It is to add or clarify any of the information provided by the employee/jobholder or to provide different information.
- (4) The direct supervisor completes the questionnaire for vacant positions.
- (5) Section IX is completed by the Human Resources Office.

**I. JOB IDENTIFICATION:**

- Position Title: Show the official (payroll) title only.
- Official Position No.: Show the official number provided in the staffing pattern for the job. Although the employee/jobholder may change from time to time, the position number does not change. It is a position management tool.
- Job Location: Show the exact location of the position within the organization.
- Direct Supervisor: Show the official position title and name of supervisor or manager to whom the jobholder must report.

**II. JOB DESCRIPTION:**

**ESSENTIAL FUNCTIONS:** These are the required job duties of the position that a qualified person must perform. Under the Americans with Disability Act, the duties are performed either with or without a "reasonable accommodation." Without one of the essential functions, the need for the job is changed.

The description of functions performed must be short, clear and correct. It should tell what is done and its purpose or why. It should not tell how it is done. The duties are specific. Do not use unclear, general statements. Do not use additional papers.

Organize and list the job functions in one of the formats selected below. Mark the format selected. The format selected is only for the purpose of organizing the description of the job. It will not determine the job's classification and pay.

- (1) Daily work assignments – proper for job functions that are repetitive and have specific work operations and procedures. List the functions beginning with the first daily work assignment and ending with the last work assignment.
- (2) Percentage of time – proper for jobs that have varied functions and responsibilities. List the functions by percentage of time spent, beginning with the highest percentage. The total % should equal 100%.
- (3) Order of importance – proper for job functions that provide levels of importance. List the functions beginning with the most important function and ending with the least important. All functions are performed, however.

**NONESSENTIAL FUNCTIONS:** Nonessential functions are tasks that are minor, or not required to the completion of the essential functions. In addition, nonessential functions are those that could be performed by other workers. The phrase, "performs related duties as assigned" is normally listed here.

**III. MINIMUM QUALIFICATION REQUIREMENTS:**

These are the minimum requirements needed to qualify for the job. They are necessary for satisfactory performance of the job's essential functions. It is not to show the employee's (jobholder's) qualifications. They are used further in the job analysis necessary for the creation of position classification standards.

**Experience** – Show the type and length (months or years) of experience needed by a qualified applicant to perform the essential functions of the job.

**Education** – Show the formal schooling or training required for a qualified applicant to perform the essential functions of the job.

## DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

### I. IDENTIFICATION

<b>Official Position Title:</b>	Household Hazardous Waste Technician II		<b>Official Position No.:</b>	
<b>Job Location:</b>	Guam Solid Waste Authority	Engineering	HHW	
	(Department/Agency)	(Division)	(Section/Unit)	
<b>Name:</b>				
	Last	First	Middle Initial	
<b>Pay Grade:</b>	<u>J</u>	<input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Unclassified	<input checked="" type="checkbox"/> Position Vacant
<b>Supervisor:</b>	HHW Technician Supervisor			
	(Name of Direct Supervisor)		Title of Supervisor	

### II. DESCRIPTION OF DUTIES

<b>Duty No. or % of Time</b>	<p><b>ESSENTIAL FUNCTIONS:</b> Organize and list duties and responsibilities that <b>MUST</b> be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only: <input type="checkbox"/> (1), <input type="checkbox"/> (2), <input type="checkbox"/> (3)</p>
	Performs wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, bulking, shipping, etc. of HHW to ensure compliance.
	Accepts wastes, survey customers, sort materials, perform waste screening, and segregate waste streams for disposal and recycling.
	Greets residents, inspects material for eligible HHW, provide customer service excellence.
	Ensures proper sorting, bulking, packaging, labeling, manifesting and preparation of materials for transport.
	Under general supervision from HHW Supervisor provides work coordination and direction for other staff assigned to the HHW Facility.
	Educates the public, civic groups and other organizations on HHW proper use of fertilizers, pesticides, herbicides and other environmentally related items.
	Directs and controls the flow of vehicles through the HHW Facility for the safe unloading of materials.
	Ensure safety and housekeeping procedures are followed.
	Performs various administrative activities such as maintaining and updating a variety of records for submission of periodic reports, providing information to residents on the proper handling of HHW; etc.
	Performs disaster and emergency response activities.
	May order and maintain inventory of supplies and equipment.
	May coordinate, schedule, and monitor work assignments to ensure work order completion and a safe environment.
	May lead and train less skilled technicians.
	Performs related duties as required.
<p><b>NON-ESSENTIAL FUNCTIONS:</b> List duties and responsibilities not listed above that <b>may be</b> performed, as assigned.</p>	

**III. CONTACTS:** Departments, agencies and individuals you deal with during the course of your daily activities.

**A. Within your department/agency. Mark [✓] one box:**

[ ] None

[ ] Up to 15% of total working hours

[✓] 5 - 50% of total working hours

[ ] Over 50%

**B. Outside your department/agency. Mark [✓] one box:**

[ ] None

[ ] Up to 15% of total working hours

[✓] 5 – 50% of total working hours

[ ] Over 50%

**IV. SUPERVISION RECEIVED:** How closely is the employee's/jobholder's work reviewed by the direct supervisor?  
Mark (✓) one correct response.

	Detailed and specific instructions / procedures received or followed for each assignment.
✓	<b>General Supervision</b> – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
	<b>Direction</b> – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
	<b>General Direction</b> – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**V. SUPERVISION EXERCISED:** The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
	N/A	

**VI. EQUIPMENT:** List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

Tools / Equipment	Percent (%) of Time for Each
Pallet jack, drum dolly, or forklift	85
Computer	15

## VII. JOB REQUIREMENTS

☒ Mark ☒ here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

### 1. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

1. **WORK EXPERIENCE:** List the general, specialized and/or supervisory/management work experience needed and how much (in months and/or years). If none, mark ☒ "**No work experience required.**"

☐ No work experience is required.

**General:** A) At least 2 years of experience in the operation of household hazardous waste handling; or

B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**Specialized:**

**Supervisor/Management:**

**If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.**

Ability to apply routing standard procedures and tasks where simple analytic ability is required to select and execute appropriate actions. Ability to frequently lift heavy containers (up to 60 pounds) and moving waste containers up to 1,800 pounds with a pallet jack, drum dolly, or forklift. Ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances. Ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements. Ability to apply safe work practices on the job. Ability to work effectively with the public and employees. Ability to maintain daily work records.

### 2. FORMAL EDUCATION OR TRAINING: Mark ☒ the most applicable education level required.

- a. ☐ Below High School – Show Number of Years
- b. ☒ High School Graduation / GED
- c. ☐ Vocational / Technical School

Show specific training that is required by this position:  
Must be HAZWOPR trained; and forklift certified.

- d. ☐ Some college

Show number of ☐ Semester Hours or ☐ Quarter Hours.

Show specific courses required by the essential functions of this job.

- e. College Degree (Show major area of study required.)

☐ Associate's:  
☐ Bachelor's:  
☐ Master's:  
☐ Beyond Master's:

### 3. CRITICAL SKILLS / EXPERTISE:

### 4. LICENSE, REGISTRATION OR CERTIFICATION: List possession of required license, professional registration/ certification needed to perform essential functions.

Possession of a valid chauffeur's license. 40-hour HAZWOPR. Forklift Certification.

**B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS****1. Mark [✓] the most appropriate physical requirement(s) for the job.**

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | Sitting                  | The job requires the employee to sit in a comfortable position most of the time. The employee can move about.        |
| <input type="checkbox"/>            | Sitting                  | Employee is required to sit for extended periods or time without being able to leave the work area.                  |
| <input checked="" type="checkbox"/> | Sitting/Standing/Walking | The employee is required to sit, stand, walk most of the time.   |
| <input type="checkbox"/>            | Climbing                 | Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.                         |
| <input checked="" type="checkbox"/> | Lifting                  | Employee is required to raise or lower objects from one level to another regularly.                                  |
| <input checked="" type="checkbox"/> | Pulling and/or Pushing   | The job requires exerting force up to 100 pounds on a regular basis to move the object to or away from the employee. |
| <input checked="" type="checkbox"/> | Carrying                 | The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).             |
| <input checked="" type="checkbox"/> | Reaching                 | The employee is regularly required to use the hands and arms to reach for objects.                                   |
| <input type="checkbox"/>            | Stooping and Crouching   | The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.             |
| <input type="checkbox"/>            | Crawling                 | Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.       |
| <input checked="" type="checkbox"/> | Speaking                 | The job requires expressing ideas by the spoken word.  |
| <input checked="" type="checkbox"/> | Listening                | The job requires the perception of speech or the nature of sounds in the air.  |
| <input type="checkbox"/>            | Other                    | Describe the requirement.<br>_____   |

**2. Mark [✓] the most appropriate mental / visual requirement for the job.**

- |                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | General Intelligence (typical requirement for machine operators, office staff, etc.)                             |
| <input checked="" type="checkbox"/> | Motor Coordination Skills (typical for automotive mechanic, painter, etc.)                                       |
| <input checked="" type="checkbox"/> | Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.) |
| <input type="checkbox"/>            | Verbal Intelligence (typical for counselors, customer service representatives, etc.)                             |
| <input type="checkbox"/>            | Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)                                    |
| <input type="checkbox"/>            | Other _____  |

**3. The job's most appropriate work environment and the weather exposure.**

**Show what percent of a typical workday is spent.** (Select one response only)

- |    |   |   |
|----|---|---|
| 10 | % | Indoors in a comfortable temperature-controlled environment (for instance, in an office).                     |
| 90 | % | Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.) |
| 0  | % | Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)                         |
| 0  | % | Outdoors but in an enclosed vehicle protected from extreme weather conditions.                                |

**4. Other physical working conditions.**

**Show what percent of a typical workday this position is exposed to:**

☐ Mark ☒ if none of the following is applicable.

75 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

0 % Vibration (i.e., operating jackhammer, impact wrench).

0 % Noise (Exposure at a level enough to cause hearing loss or fatigue).

0 % An improperly illuminated or awkward and confining work space.

0 % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

40 % Lifting or carrying items or objects. Describe item/object and weight:  
Heavy containers up to 60 lbs.

0 % Heat. Describe source and degree of high temperature.

0 % Cold. Describe source and degree of cold temperature:

0 % Other hazards. Describe:

**5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.**

☐ Mark ☒ if not applicable.

**CONDITION**

**FREQUENCY OF EXPOSURE**

**C. Work Schedule / Hours – Mark ☒ the most appropriate work schedule / hours for the job.**

☒ Regular – Standard Eight (8) hours daily, Monday – Friday

☐ Irregular – Shift work – A 24-hour work operation.

☐ Regular/Irregular – Overtime hours with overtime pay entitlement

State Purpose and total hours required per pay period.

Standard Eight (8) hours daily, Thursday through Monday

☐ Regular / Irregular – Overtime hours without overtime pay entitlement.

The information given on this position is complete and correct.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



### VIII. SUPERVISOR'S REVIEW

**IMPORTANT: This block to be filled out only by the Direct Supervisor.**

a.	(1)	Has the employee correctly stated his or her official payroll position title? [ x ] Yes      [ ] No						
	(2)	If not, what is the correct title? _____						
b.	(1)	Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [ x ] Yes      [ ] No						
	(2)	If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____						
c.	What positions under your supervision perform the same essential functions Give name and title: <table border="0"><thead><tr><th>Name</th><th>Title</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>		Name	Title	_____	_____	_____	_____
Name	Title							
_____	_____							
_____	_____							
d.	Does this position require (mark one) [ x ] Immediate supervision on a regular basis, [ ] Immediate supervision only for new/complex tasks, or [ ] Little immediate supervision.							
e.	Does the employee participate in (mark those appropriate) the [ ] Formulation, [ ] Interpretation, and/or [ x ] Application of Agency/Department policy. Give examples: _____ _____							
f.	The employee (mark one) [ ] Performs routine, well-defined tasks, [ x ] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [ ] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.							

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

\_\_\_\_\_  
Signature of Immediate Supervisor

*Ami L. Elkh*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department/Agency Head

\_\_\_\_\_  
Date

**IX. Human Resources Office Review:**

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Position Title Name

Classification Correct: [ ] Yes [ ] No

If not, corrective action taken: (Attach copy of review made)

\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_  
Human Resources Manager Date

## HOUSEHOLD HAZARDOUS WASTE TECHNICIAN SUPERVISOR

### **NATURE OF WORK**

Supervises and coordinates Hazardous Household Waste Technicians in a wide range of highly specialized technical environmental inspecting, receiving, segregating, packaging, storing, donating, shipping, etc. of Hazardous Household Waste (HHW) to ensure compliance with local and federal ordinances, laws, statutes and regulations.

### **ILLUSTRATIVE EXAMPLES OF WORK** *(Any one position may not include all the duties listed, not do the examples cover all the duties in which may be performed)*

- Administer the Household Hazardous Waste Program to include planning; staffing; identification of needs; monitoring compliance with local and federal ordinances, laws, statutes and regulations
- Supervises the daily activities and safety of Household Hazardous Waste Technicians in a wide range of highly specialized technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW); Provides instruction and training to HHW Technicians and review work; Conduct performance evaluations, provides corrective actions, as necessary.
- Responsible for coordinating pick-up and ship-out of materials from HHW Facility.
- Review and formulate HHW educational information and materials.
- Create solutions; seek outlets for materials collected; and identify program expansion and services
- Maintain a constant awareness of chemical hazards and safe handling practices.
- Responsible for coordinating facility projects and repairs.
- Generate reports, presentations; maintain records.
- Orders and maintains inventory of supplies and equipment.
- Assists in formulating and preparing budget and cost analyses for HHW and related programs.
- Evaluate incidents for safety and recommend safety improvements. Works closely with Safety Officer on safety matters.
- Works in the field, as necessary, to complete daily tasks.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- May represent the department to internal and external stakeholders.

### **MINIMUM KNOWLEDGE AND TRAINING**

Ability to apply routing standard procedures and tasks where simple analytic ability is required to select and execute appropriate actions. Knowledge of methods, techniques, and equipment utilized in HHW disposal.

Knowledge of current laws, rules, and regulations governing HHW and electronics disposal operations.

Ability to communicate effectively, both orally and in writing.

Ability to plan, organize, direct, coordinate and evaluate various activities to ensure all aspects of HHW program are met.

Skill in the use of a computer, including use of Windows operating system.

Skill in the operation of forklifts and other equipment needed to operate HHW program.

Ability to apply safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to maintain daily work records.

**MINIMUM EXPERIENCE AND TRAINING**

- A) Three (3) years of experience in the operation of household hazardous waste handling, HAZWOPPER Certified, Forklift certified, and one (1) year of supervisory experience; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATION**

Possession of a valid chauffeur's license

40-hour HAZWOPR

Forklift certification

ESTABLISHED:

Pay Grade/Plan	L (GSWAPP)	
Hay Evaluation:	Evaluation Code:	Points:
Know How	DI3	175
Problem Solving:	D3(33%)	57
Accountability:	D1C	66
Total Points:		298

**DEPARTMENT OF ADMINISTRATION**  
**POSITION DESCRIPTION QUESTIONNAIRE INSTRUCTIONS**

Attachment F

**WHO SHOULD COMPLETE THE QUESTIONNAIRE?**

- (1) The employee occupying the position (jobholder) completes the first six (I-VI) sections of the questionnaire.
- (2) The employee completes Section VII if he/she chooses to do so. If the employee decides not to complete Section VII, mark the box provided. The direct supervisor will then complete Section VII for the employee.
- (3) The direct supervisor completes Section VIII. It is to add or clarify any of the information provided by the employee/jobholder or to provide different information.
- (4) The direct supervisor completes the questionnaire for vacant positions.
- (5) Section IX is completed by the Human Resources Office.

**I. JOB IDENTIFICATION:**

- Position Title: Show the official (payroll) title only.
- Official Position No.: Show the official number provided in the staffing pattern for the job. Although the employee/jobholder may change from time to time, the position number does not change. It is a position management tool.
- Job Location: Show the exact location of the position within the organization.
- Direct Supervisor: Show the official position title and name of supervisor or manager to whom the jobholder must report.

**II. JOB DESCRIPTION:**

**ESSENTIAL FUNCTIONS:** These are the required job duties of the position that a qualified person must perform. Under the Americans with Disability Act, the duties are performed either with or without a "reasonable accommodation." Without one of the essential functions, the need for the job is changed.

The description of functions performed must be short, clear and correct. It should tell what is done and its purpose or why. It should not tell how it is done. The duties are specific. Do not use unclear, general statements. Do not use additional papers.

Organize and list the job functions in one of the formats selected below. Mark the format selected. The format selected is only for the purpose of organizing the description of the job. It will not determine the job's classification and pay.

- (1) Daily work assignments – proper for job functions that are repetitive and have specific work operations and procedures. List the functions beginning with the first daily work assignment and ending with the last work assignment.
- (2) Percentage of time – proper for jobs that have varied functions and responsibilities. List the functions by percentage of time spent, beginning with the highest percentage. The total % should equal 100%.
- (3) Order of importance – proper for job functions that provide levels of importance. List the functions beginning with the most important function and ending with the least important. All functions are performed, however.

**NONESSENTIAL FUNCTIONS:** Nonessential functions are tasks that are minor, or not required to the completion of the essential functions. In addition, nonessential functions are those that could be performed by other workers. The phrase, "performs related duties as assigned" is normally listed here.

**III. MINIMUM QUALIFICATION REQUIREMENTS:**

These are the minimum requirements needed to qualify for the job. They are necessary for satisfactory performance of the job's essential functions. It is not to show the employee's (jobholder's) qualifications. They are used further in the job analysis necessary for the creation of position classification standards.

**Experience** – Show the type and length (months or years) of experience needed by a qualified applicant to perform the essential functions of the job.

**Education** – Show the formal schooling or training required for a qualified applicant to perform the essential functions of the job.

## DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

### I. IDENTIFICATION

<b>Official Position Title:</b>	Household Hazardous Waste Technician Supervisor		<b>Official Position No.:</b>	
<b>Job Location:</b>	Guam Solid Waste Authority	Engineering	HHW	
	(Department/Agency)	(Division)	(Section/Unit)	
<b>Name:</b>				
	Last	First	Middle Initial	
<b>Pay Grade:</b>	<u>  </u>	<input checked="" type="checkbox"/> <b>Classified</b>	<input type="checkbox"/> <b>Unclassified</b>	<input checked="" type="checkbox"/> <b>Position Vacant</b>
<b>Supervisor:</b>	Danilo Galiza		Engineering Supervisor	
	(Name of Direct Supervisor)		Title of Supervisor	

### II. DESCRIPTION OF DUTIES

<b>Duty No. or % of Time</b>	<p><b>ESSENTIAL FUNCTIONS:</b> Organize and list duties and responsibilities that <b>MUST</b> be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only: <input type="checkbox"/> (1), <input type="checkbox"/> (2), <input type="checkbox"/> (3)</p>
	Administer the Household Hazardous Waste Program to include planning; staffing; identification of needs; monitoring compliance with local and federal ordinances, laws, statues and regulations
	Supervises the daily activities and safety of Household Hazardous Waste Technicians in a wide range of highly specialized technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW); Provides instruction and training to HHW Technicians and review work; Conduct performance evaluations, provides corrective actions, as necessary.
	Responsible for coordinating pick-up and ship-out of materials from HHW Facility.
	Review and formulate HHW educational information and materials.
	Create solutions; seek outlets for materials collected; and identify program expansion and services
	Maintain a constant awareness of chemical hazards and safe handling practices.
	Responsible for coordinating facility projects and repairs.
	Generate reports, presentations; maintain records.
	Orders and maintains inventory of supplies and equipment.
	Assists in formulating and preparing budget and cost analyses for HHW and related programs.
	Evaluate incidents for safety and recommend safety improvements. Works closely with Safety Officer on safety matters.
	Works in the field, as necessary, to complete daily tasks.
	Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
	May represent the department to internal and external stakeholders.
<b>NON-ESSENTIAL FUNCTIONS:</b> List duties and responsibilities not listed above that <b>may be</b> performed, as assigned.	

**III. CONTACTS:** Departments, agencies and individuals you deal with during the course of your daily activities.

**A. Within your department/agency. Mark [✓] one box:**

☐ None
 ☐ Up to 15% of total working hours
 ☒ 5 - 50% of total working hours
 ☐ Over 50%

**B. Outside your department/agency. Mark [✓] one box:**

☐ None
 ☐ Up to 15% of total working hours
 ☒ 5 – 50% of total working hours
 ☐ Over 50%

**IV. SUPERVISION RECEIVED:** How closely is the employee's/jobholder's work reviewed by the direct supervisor?  
Mark (✓) one correct response.

	Detailed and specific instructions / procedures received or followed for each assignment.
	<b>General Supervision</b> – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
✓	<b>Direction</b> – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
	<b>General Direction</b> – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**V. SUPERVISION EXERCISED:** The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
1	Household Hazardous Waste Technician	Performs a wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW) to ensure compliance with local and federal ordinances, laws, statues and regulations.
1	Household Hazardous Waste Technician II	Performs a wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW) to ensure compliance with local and federal ordinances, laws, statues and regulations.

**VI. EQUIPMENT:** List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

Tools / Equipment	Percent (%) of Time for Each
Pallet jack, drum dolly, or forklift	20
Computer	80



## VII. JOB REQUIREMENTS

☒ Mark ☒ here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

**1. MINIMUM QUALIFICATION REQUIREMENTS:** List the minimum experience and training a qualified applicant must have before employment.

**1. WORK EXPERIENCE:** List the general, specialized and/or supervisory/management work experience needed and how much (in months and/or years). If none, mark ☒ "**No work experience required.**"

☐ No work experience is required.

General: **MINIMUM EXPERIENCE AND TRAINING**

A. Three (3) years of experience in the operation of household hazardous waste handling, HAZWOPPER Certified, Forklift certified, and one (1) year of supervisory experience; or

B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**Specialized:**

**Supervisor/Management:**

**If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.**

Ability to apply routing standard procedures and tasks where simple analytic ability is required to select and execute appropriate actions. Knowledge of methods, techniques, and equipment utilized in HHW disposal.

Knowledge of current laws, rules, and regulations governing HHW and electronics disposal operations.

Ability to communicate effectively, both orally and in writing.

Ability to plan, organize, direct, coordinate and evaluate various activities to ensure all aspects of HHW program are met.

Skill in the use of a computer, including use of Windows operating system.

Skill in the operation of forklifts and other equipment needed to operate HHW program.

Ability to apply safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to maintain daily work records.

**2. FORMAL EDUCATION OR TRAINING:** Mark ☒ the most applicable education level required.

a. ☐ Below High School – Show Number of Years

b. ☒ High School Graduation / GED

c. ☐ Vocational / Technical School

Show specific training that is required by this position:

40-Hour HAZWOPR certified; and

forklift certified.

d. ☐ Some college

Show number of ☐ Semester Hours or ☐ Quarter Hours.

Show specific courses required by the essential functions of this job.

e. College Degree (Show major area of study required.)

☐ Associate's:

☐ Bachelor's:

- ☐ Master's:  
☐ Beyond Master's:

### 3. CRITICAL SKILLS / EXPERTISE:

### 4. LICENSE, REGISTRATION OR CERTIFICATION: List possession of required license, professional registration/ certification needed to perform essential functions.

Possession of a valid chauffeur's license; Must be HAZWOPPER trained; and

Forklift certified.

## B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS

### 1. Mark ☒ the most appropriate physical requirement(s) for the job.

- |  |  |
|--|--|
| <input type="checkbox"/> Sitting                             | The job requires the employee to sit in a comfortable position most of the time. The employee can move about.        |
| <input type="checkbox"/> Sitting                             | Employee is required to sit for extended periods or time without being able to leave the work area.                  |
| <input checked="" type="checkbox"/> Sitting/Standing/Walking | The employee is required to sit, stand, walk most of the time.   |
| <input type="checkbox"/> Climbing                            | Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.                         |
| <input checked="" type="checkbox"/> Lifting                  | Employee is required to raise or lower objects from one level to another regularly.                                  |
| <input checked="" type="checkbox"/> Pulling and/or Pushing   | The job requires exerting force up to 100 pounds on a regular basis to move the object to or away from the employee. |
| <input checked="" type="checkbox"/> Carrying                 | The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).             |
| <input checked="" type="checkbox"/> Reaching                 | The employee is regularly required to use the hands and arms to reach for objects.                                   |
| <input type="checkbox"/> Stooping and Crouching              | The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.             |
| <input type="checkbox"/> Crawling                            | Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.       |
| <input checked="" type="checkbox"/> Speaking                 | The job requires expressing ideas by the spoken word.  |
| <input checked="" type="checkbox"/> Listening                | The job requires the perception of speech or the nature of sounds in the air.  |
| <input type="checkbox"/> Other                               | Describe the requirement.  |

### 2. Mark ☒ the most appropriate mental / visual requirement for the job.

- ☒ General Intelligence (typical requirement for machine operators, office staff, etc.)
- ☒ Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- ☒ Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)
- ☒ Verbal Intelligence (typical for counselors, customer service representatives, etc.)
- ☐ Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)

[ ] Other \_\_\_\_\_

**3. The job's most appropriate work environment and the weather exposure.**

**Show what percent of a typical workday is spent.** (Select one response only)

- 60 % Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)
- 40 % Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- 0 % Outdoors but in an enclosed vehicle protected from extreme weather conditions.
- 0 %

**4. Other physical working conditions.**

**Show what percent of a typical workday this position is exposed to:**

[ ] Mark [✓] if none of the following is applicable.

- 75 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).
- 0 % Vibration (i.e., operating jackhammer, impact wrench).
- 0 % Noise (Exposure at a level enough to cause hearing loss or fatigue).
- 0 % An improperly illuminated or awkward and confining work space.
- 0 % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).
- 40 % Lifting or carrying items or objects. Describe item/object and weight:  
Heavy containers up to 60 lbs.
- 0 % Heat. Describe source and degree of high temperature.
- 0 % Cold. Describe source and degree of cold temperature:
- 0 % Other hazards. Describe:

**5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.**

[ ] Mark [✓] if not applicable.

**CONDITION**

**FREQUENCY OF EXPOSURE**

**C. Work Schedule / Hours** – Mark [✓] the most appropriate work schedule / hours for the job.

- |                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Regular – Standard Eight (8) hours daily, Monday – Friday        |
| <input type="checkbox"/>            | Irregular – Shift work – A 24-hour work operation.               |
| <input type="checkbox"/>            | Regular/Irregular – Overtime hours with overtime pay entitlement |

State Purpose and total hours required per pay period.

Standard Eight (8) hours daily, Thursday through Monday

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Regular / Irregular – Overtime hours without overtime pay entitlement. |
|--------------------------|--|

The information given on this position is complete and correct.

\_\_\_\_\_  
Signature of Employee


\_\_\_\_\_  
Date

**VIII. SUPERVISOR'S REVIEW**

**IMPORTANT: This block to be filled out only by the Direct Supervisor.**

a.	(1) Has the employee correctly stated his or her official payroll position title? [ ] Yes [ ] No						
	(2) If not, what is the correct title? _____						
b.	(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [ ] Yes [ ] No						
	(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____						
c.	What positions under your supervision perform the same essential functions Give name and title: <table border="0"><thead><tr><th>Name</th><th>Title</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	Name	Title	_____	_____	_____	_____
Name	Title						
_____	_____						
_____	_____						
d.	Does this position require (mark one) [ ] Immediate supervision on a regular basis, [ ] Immediate supervision only for new/complex tasks, or [ x ] Little immediate supervision.						
e.	Does the employee participate in (mark those appropriate) the [ ] Formulation, [ ] Interpretation, and/or [ x ] Application of Agency/Department policy. Give examples: _____ _____						
f.	The employee (mark one) [ ] Performs routine, well-defined tasks, [ x ] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [ ] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.						

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

\_\_\_\_\_  
Signature of Immediate Supervisor  
  
  
\_\_\_\_\_  
Signature of Department/Agency Head

\_\_\_\_\_  
Date  
  
\_\_\_\_\_  
Date

**IX. Human Resources Office Review:**

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Position Title Name

Classification Correct: [ ] Yes [ ] No

If not, corrective action taken: (Attach copy of review made)

\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_  
Human Resources Manager Date



# GUAM SOLID WASTE AUTHORITY

LOURDES A. LEON GUERRERO  
Governor of Guam

JOSHUA F. TENORIO  
Lt. Governor of Guam

IRVIN L. SLIKE  
General Manager



## NEWS RELEASE

### GUAM SOLID WASTE AUTHORITY CREATION OF POSITIONS

The Guam Solid Waste Authority (GSWA) petitions the GSWA Board of Directors to create the following positions (Classified):

**SCALE HOUSE ATTENDANT I (GSWA)**  
**SCALE HOUSE SUPERVISOR (GSWA)**

This petition is in compliance with Public Law 34-58 and 4GCA §6303 (d) which authorizes the creation of positions in Autonomous Agencies and Public Corporation. The petition is also required by 4 GCA § 6205 and § 6303 as public documents for the purposes of 5 GCA, Ch.10, Art. 1 (Sunshine Law).

For more information, please visit GSWA's website at [www.gswa.guam.gov/jobs.html](http://www.gswa.guam.gov/jobs.html) or contact GSWA Administrative Office at 671-646-3111.

IRVIN L. SLIKE  
General Manager



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General Manager



## PETITION CREATION OF POSITIONS

### I. REQUEST:

The Guam Solid Waste Authority (GSWA) petitions the GSWA Board of Directors to create the following positions in the classified service pursuant to PL 34-58 and 4GCA §6303(d)  
Creation of positions in the Autonomous Agencies and Public Corporations:

- ☐ **Scale House Attendant I**
- ☐ **Scale House Supervisor**

### II. AUTHORITY:

Public Law 34-58 (Amended 10 GCA Ch.51A – GSWA Statute), *Section 1(e) A new position shall include justification, an analysis of similarities and/or differences between the position to be created and positions listed pursuant to 4 GCA §4101.1, the position description, the proposed pay range and demonstration of compliance with 4 GCA §6301, a fiscal note as that term is described in 2 GCA §9101 et seq., and any other pertinent information.*

(1) A new position shall include justification:

A. *The justification for the new positions;*

Truck Weigh Scales are used at the Layon Landfill and Hauler-Only Transfer Stations to properly weigh loads of waste being deposited by commercial haulers and government agencies. GSWA employees operate these scales along with necessary software to ensure that proper waste disposal charges and invoices are generated.

Currently, GSWA's Customer Service Representatives (CSR) perform these functions, however, it is GSWA's intent to create the appropriate positions to ensure proper classification for such employees. Additionally, the proposed positions shall fall under the Finance Division and not under the Customer Service Division as the proposed job functions relate to the billing activities for Commercial and Government haulers which account for approximately 44% of GSWA revenues.

B. *An analysis of similarities and/or differences between the position to be created and positions listed pursuant to 4 GCA §4101.1;*

The positions above are new for GSWA. These positions provide GSWA with the ability to reclassify employees to a proper position within the Authority as Customer Service Division has the main function of processing, responding, and





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resolving customer inquiries and requests. The proposed Scale House position series require the operation of a scale weight measurement system, generating scale invoices for haulers, and preparing various reports relating to the disposal activities of commercial and government haulers. These positions are necessary to accomplish the strategic goals for the Authority.

C. *The Position descriptions;*

See attached.

D. *The proposed pay ranges and demonstration of compliance with 4 GCA §6301 of this title:*

E. *A fiscal note as that term is described in 2 GCA §9101 et seq.; and any other pertinent information.*

GSWA certifies that this position is budgeted and that funding is available for the creation, filing, and retention of the newly created position. The funding of this position does not have an impact on the General Fund.

*(2) The General Manager of the Authority and the Director of the Department of Administration shall post the position on their respective websites for ten (10) working days. After the posting the head shall forward the petition along with evidence of compliance with Title 5 GCA §6303.1(a), to the governing board or commission who, if they approve the same shall approve the petition by resolution and file the petition and resolution for records with the Director of Department of Administration and the Legislative Secretary.*

*(3) No new positions may be filled until after the compliance with the provision of this Section and thirty (30) days has elapsed from the date of filing with the Legislative Secretary.*

### III. METHODOLOGY:

The “benchmark” classification methodology was followed and a review of the proposed position descriptions, GSWA’s organizational chart, staffing pattern, and comparable position standards.



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To determine the pay grade of each position, an outside consultant was utilized to conduct an evaluation using the Hay Guide Chart – Profile Method. The Hay points were determined based on the factors of *Know-How, Problem Solving, & Accountability*.

## IV. Classification Review

### A. Scale House Attendant I

*Position Title:* Performs routine work requiring use of computer-generated software program to account for vehicles, payloads, weights, and solid waste disposal charges with day-to-day operations of the scale house.

*Illustrative Examples of Work:* The nature of work reflects that of basic technical processes surrounding successfully and safely operating the scale house weight measurement systems.

*Minimum Knowledge, Abilities, & Skills:* The minimum knowledge, abilities, and skills reflect the work characteristics necessary to the basic understanding of computer software applications and systems necessary to operate scale house weight measurements.

*Minimum Experience & Training:* The quantity and quality of training and experiences take into consideration the minimum knowledge, abilities and skills required to operate the scale house weight measurement systems successfully and safely.

*Hay Evaluation:* The staff evaluated the position of Scale House Attendant I to assess the pay grade. The Know-How, Problem Solving, and Accountability points of the job are as follows:

KH	PS	ACCT	Profile	TP	PG
C I 2 132	D 3 (29%) 38	D 1 C 50	+2	220	J

The job entails performing a routine work that requires using a computer-generated software program to account for vehicles, payloads, weights, and solid waste disposal charges.

The Know How is placed at a C which is characterized as general/process/procedural, which means the knowledge at this level is applying practical methods and techniques, work procedures and processes, and or proficiency in the specialized use in materials and tools typically required through specialized training. The managerial skill is I which means specific - the performance or supervision of multiple activities are specific as to the objective and content. The position's human relation skill is at a 2. The job involves interacting with others, through understanding, influencing, and supporting people by applying technical knowledge or rational arguments aimed at causing actions or acceptance by others.



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For Problem Solving, the evaluation is D or standardized. This position's thinking is within multiple substantially different procedures, standards, and precedents and/or access to assistance. The thinking challenge is a 3 or variable because the position deals with differing situations that require the identification of issues, application of judgement, and selection of solutions within the area of expertise and acquired knowledge.

For Accountability, the freedom to act is a D or generally regulated because the position is to operate within practices and procedures covered by precedents or well defined policies and review of end results. The area of impact is 1 or very small only dealing with areas within the organization and the nature of impact is C or Contributory because the position interprets, advises, or facilitates services for use by others to achieve results.

The position's profile is +2 which means that the job's accountability is higher than the problem-solving. The evaluation resulted in the total pay points of 220 which is at Pay Grade J under the GSWA Pay Plan (GSWAPP).

## B. Scale House Supervisor

*Position Title:* Performs first-line supervision to Scale House Attendants involving the processing of all incoming and outbound vehicles that are disposing of solid waste materials at the landfill and/or Haulers Only Transfer Stations.

*Illustrative Examples of Work:* The nature of work reflects the supervision of Scale House Attendants and ensuring all comply with policies and procedures and successful and safe operations of the scale house weight measurement systems.

*Minimum Knowledge, Abilities, & Skills:* The minimum knowledge, abilities, and skills reflect the work characteristics necessary to the intermediate understanding of proper procedures regarding Scale House Systems and practices.

*Minimum Experience & Training:* The quantity and quality of training and experience takes into consideration the prior years of the minimum knowledge, abilities and skills required to operate weigh scale administrative and clerical work successfully and safely.



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General Manager



*Hay Evaluation:* The staff evaluated the position of Scale House Supervisor to assess the pay grade. The Know-How, Problem Solving, and Accountability points of the job are as follows:

KH	PS	ACCT	Profile	TP	PG
D I 3 175	D 3 (29%) 50	D 1 C 57	+1	282	K

The job entails providing first-line supervision to Scale House Attendants involving the processing of all incoming and outbound vehicles that are disposing of solid waste materials at the landfill and/or Haulers Only Transfer Station.

The Know How is placed at a D which is characterized as advanced vocational. This position requires broad or specialized knowledge of methods, techniques, and process with some knowledge of the basic theoretical background, which is acquired through advanced specialized training or broad practical work experience. The managerial skill is I which means specific - the performance or supervision of multiple activities are specific as to the objective and content. The position's human relation skill is at a 3 or change behavior. The job involves influencing, developing, and motivating people. It often involves inspiration and the creation of the right working climate.

For Problem Solving, the evaluation is D or standardized. This position's thinking is within multiple substantially different procedures, standards, and precedents and/or access to assistance. The thinking challenge is a 3 or variable because the position deals with differing situations that require the identification of issues, application of judgement, and selection of solutions within the area of expertise and acquired knowledge.

For Accountability, the freedom to act is a D or generally regulated, operating within practices and procedures, covered by precedents or well-defined policies and review of end results. The area of impact is 1 or very small only dealing with areas within the organization and the nature of impact is C or Contributory because the position interprets, advises, or facilitates services for use by others to achieve results.

The position's profile is +1 which means that the job's accountability is higher than the problem-solving. The evaluation resulted in the total hay points of 282 which is at Pay Grade K under the GSWA Pay Plan (GSWAPP).



# GUAM SOLID WASTE AUTHORITY

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General Manager



## V. RECOMMENDATION:

1. To approve the creation of the following positions in the classified service.
  - **Scale House Attendant I**
  - **Scale House Supervisor**
2. To adopt proposed minimum and maximum range of compensation for GSWA in accordance with the Strategic Pay Methodology as follows:

Positions	Hay Points	Grade	Min	Max
Scale House Attendant I	220	J	\$31,076	\$54,771
Scale House Supervisor	282	K	\$33,911	\$59,768

3. Upon approval of creation, GSWA shall conduct timely reclassification audits on current employees. Determination of audit findings shall not adversely affect impacted incumbent employee salary.



Alicia Fejeran  
GSWA Chief of Administration



Irvin L. Slike  
GSWA General Manager



Kathrine B. Kakigi  
GSWA Controller

**SCALE HOUSE ATTENDANT I****NATURE OF WORK**

Scale house attendants are responsible for the day-to-day operations of the scale house to include accurately processing all incoming and outbound vehicles that are disposing of solid waste materials at the landfill and/or Haulers Only Transfer Station. Routine work requires using a computer-generated software program to account for vehicles, payloads, weights and solid waste disposal charges.

**ILLUSTRATIVE EXAMPLES OF WORK** *(Any one position may not include all the duties listed, nor do the examples cover all the duties in which may be performed)*

- Successfully and safely operate the scale house weight measurement systems including the load scales and the electronic data collection systems such as Cardinal.
- Inspect waste loads for compliance with environmental acceptance criteria, and maintain waste acceptance forms; including professional courtesy to customers and the haulers.
- Prepares and gives customers a receipt for each disposal transaction.
- Enforce safety rules and procedures for vehicles entering and exiting the facility, and reporting non-compliant drivers immediately to immediate supervisor.
- Prepare waste tonnage reports and ensuring their correctness to the best ability.
- Maintain orderly files, both electronically and/or paper, in accordance with policy and procedures.
- Assist with customer inquiries and complaints; may determine appropriate action within established guidelines.
- Support other staff in executing assigned tasks to include assistance as required during absence of other staff due to illness, vacation or other leave.
- Collaborate on debt collection efforts with Finance Division to include calling past due customers, mailing past due notice
- Assist Scale House Supervisor or Comptroller with special projects and assignments.
- Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS**

Knowledge of computer software applications

Knowledge of customer service techniques

Ability to maintain records and prepare reports

Ability to make arithmetic computations and tabulations and prepare precise summary reports in Microsoft Excel.

Ability to provide courteous and efficient customer service through various modes of communicating with the public, employees, and customers.

### **MINIMUM EXPERIENCE AND TRAINING**

- A. One (1) Year experience of customer service experience involving public contact work, administrative and clerical experience, and graduation from high school or equivalent; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED:

Pay Grade/Plan	J (GPP)	
Hay Evaluation:	Evaluation Code:	Points:
Know How	CI2	132
Problem Solving:	D3(29%)	38
Accountability:	D1C	50
<b>Total Points:</b>		<b>220</b>

SIGNATURE

**DEPARTMENT OF ADMINISTRATION**  
**POSITION DESCRIPTION QUESTIONNAIRE INSTRUCTIONS**

**WHO SHOULD COMPLETE THE QUESTIONNAIRE?**

- (1) The employee occupying the position (jobholder) completes the first six (I-VI) sections of the questionnaire.
- (2) The employee completes Section VII if he/she chooses to do so. If the employee decides not to complete Section VII, mark the box provided. The direct supervisor will then complete Section VII for the employee.
- (3) The direct supervisor completes Section VIII. It is to add or clarify any of the information provided by the employee/jobholder or to provide different information.
- (4) The direct supervisor completes the questionnaire for vacant positions.
- (5) Section IX is completed by the Human Resources Office.

**I. JOB IDENTIFICATION:**

- Position Title: Show the official (payroll) title only.
- Official Position No.: Show the official number provided in the staffing pattern for the job. Although the employee/jobholder may change from time to time, the position number does not change. It is a position management tool.
- Job Location: Show the exact location of the position within the organization.
- Direct Supervisor: Show the official position title and name of supervisor or manager to whom the jobholder must report.

**II. JOB DESCRIPTION:**

**ESSENTIAL FUNCTIONS:** These are the required job duties of the position that a qualified person must perform. Under the Americans with Disability Act, the duties are performed either with or without a "reasonable accommodation." Without one of the essential functions, the need for the job is changed.

The description of functions performed must be short, clear and correct. It should tell what is done and its purpose or why. It should not tell how it is done. The duties are specific. Do not use unclear, general statements. Do not use additional papers.

Organize and list the job functions in one of the formats selected below. Mark the format selected. The format selected is only for the purpose of organizing the description of the job. It will not determine the job's classification and pay.

- (1) Daily work assignments – proper for job functions that are repetitive and have specific work operations and procedures. List the functions beginning with the first daily work assignment and ending with the last work assignment.
- (2) Percentage of time – proper for jobs that have varied functions and responsibilities. List the functions by percentage of time spent, beginning with the highest percentage. The total % should equal 100%.
- (3) Order of importance – proper for job functions that provide levels of importance. List the functions beginning with the most important function and ending with the least important. All functions are performed, however.

**NONESSENTIAL FUNCTIONS:** Nonessential functions are tasks that are minor, or not required to the completion of the essential functions. In addition, nonessential functions are those that could be performed by other workers. The phrase, "performs related duties as assigned" is normally listed here.

**III. MINIMUM QUALIFICATION REQUIREMENTS:**

These are the minimum requirements needed to qualify for the job. They are necessary for satisfactory performance of the job's essential functions. It is not to show the employee's (jobholder's) qualifications. They are used further in the job analysis necessary for the creation of position classification standards.

**Experience** – Show the type and length (months or years) of experience needed by a qualified applicant to perform the essential functions of the job.

**Education** – Show the formal schooling or training required for a qualified applicant to perform the essential functions of the job.



## DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

### I. IDENTIFICATION

<b>Official Position Title:</b>	Scale House Attendant		<b>Official Position No.:</b>	
<b>Job Location:</b>	Guam Solid Waste Authority	Finance	Scale house	
	(Department/Agency)	(Division)	(Section/Unit)	
<b>Name:</b>				
	Last	First	Middle Initial	
<b>Pay Grade:</b>	<u>J</u>	<input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Unclassified	<input checked="" type="checkbox"/> Position Vacant
<b>Supervisor:</b>	Scale House Supervisor			
	(Name of Direct Supervisor)		Title of Supervisor	

### II. DESCRIPTION OF DUTIES

<b>Duty No. or % of Time</b>	<p><b>ESSENTIAL FUNCTIONS:</b> Organize and list duties and responsibilities that <b>MUST</b> be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only: <input type="checkbox"/> (1), <input type="checkbox"/> (2), <input type="checkbox"/> (3)</p>
	Successfully and safely operate the scale house weight measurement systems including the load scales and the electronic data collection systems such as Cardinal.
	Inspect waste loads for compliance with environmental acceptance criteria, and maintain waste acceptance forms; including professional courtesy to customers and the haulers.
	Prepares and gives customers a receipt for each disposal transaction
	Enforce safety rules and procedures for vehicles entering and exiting the facility, and reporting non-compliant drivers immediately to immediate supervisor
	Prepare waste tonnage reports and ensuring their correctness to the best ability
	Maintain orderly files, both electronically and/or paper, in accordance with policy and procedures
	Assist with customer inquiries and complaints; may determine appropriate action within established guidelines
	Support other staff in executing assigned tasks to include assistance as required during absence of other staff due to illness, vacation or other leave
	Collaborate on debt collection efforts with Finance Division to include calling past due customers, mailing past due notice
	Assist Scale House Supervisor or Comptroller with special projects and assignments
	Performs related duties as required
	<b>NON-ESSENTIAL FUNCTIONS:</b> List duties and responsibilities not listed above that <b>may be</b> performed, as assigned.

**III. CONTACTS:** Departments, agencies and individuals you deal with during the course of your daily activities.

**A. Within your department/agency. Mark [✓] one box:**

☐ None
 ☐ Up to 15% of total working hours  
☒ 5 - 50% of total working hours
 ☐ Over 50%

**B. Outside your department/agency. Mark [✓] one box:**

☐ None
 ☐ Up to 15% of total working hours  
☒ 5 – 50% of total working hours
 ☐ Over 50%

**IV. SUPERVISION RECEIVED:** How closely is the employee's/jobholder's work reviewed by the direct supervisor?  
Mark (✓) one correct response.

	Detailed and specific instructions / procedures received or followed for each assignment.
✓	<b>General Supervision</b> – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
	<b>Direction</b> – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
	<b>General Direction</b> – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**V. SUPERVISION EXERCISED:** The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
	N/A	

**VI. EQUIPMENT:** List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

Tools / Equipment	Percent (%) of Time for Each
Computer, Printer, Scanner, Copier	95

## VII. JOB REQUIREMENTS

☒ Mark ☒ here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

### 1. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

1. **WORK EXPERIENCE:** List the general, specialized and/or supervisory/management work experience needed and how much (in months and/or years). If none, mark ☒ "**No work experience required.**"

☐ No work experience is required.

**General:** A. One (1) Year experience of customer service experience involving public contact work, administrative and clerical experience, and graduation from high school or equivalent;  
or

B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

**Specialized:**

**Supervisor/Management:**

**If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.**

Knowledge of computer software applications. Knowledge of customer service techniques. Ability to maintain records and prepare reports. Ability to make arithmetic computations and tabulations and prepare precise summary reports in Microsoft Excel. Ability to provide courteous and efficient customer service through various modes of communicating with the public, employees, and customers.

### 2. FORMAL EDUCATION OR TRAINING: Mark ☒ the most applicable education level required.

- a. ☐ Below High School – Show Number of Years
- b. ☒ High School Graduation / GED
- c. ☐ Vocational / Technical School

Show specific training that is required by this position:

- d. ☐ Some college  
Show number of ☐ Semester Hours or ☐ Quarter Hours.  
Show specific courses required by the essential functions of this job.

- e. College Degree (Show major area of study required.)
  - ☐ Associate's:
  - ☐ Bachelor's:
  - ☐ Master's:
  - ☐ Beyond Master's:

### 3. CRITICAL SKILLS / EXPERTISE:

4. **LICENSE, REGISTRATION OR CERTIFICATION:** List possession of required license, professional registration/ certification needed to perform essential functions.

**B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS**

**1. Mark [ ✓ ] the most appropriate physical requirement(s) for the job.**

- |  |  |
|--|--|
| <input type="checkbox"/> Sitting                             | The job requires the employee to sit in a comfortable position most of the time. The employee can move about.        |
| <input type="checkbox"/> Sitting                             | Employee is required to sit for extended periods or time without being able to leave the work area.                  |
| <input checked="" type="checkbox"/> Sitting/Standing/Walking | The employee is required to sit, stand, walk most of the time.   |
| <input type="checkbox"/> Climbing                            | Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.                         |
| <input type="checkbox"/> Lifting                             | Employee is required to raise or lower objects from one level to another regularly.                                  |
| <input type="checkbox"/> Pulling and/or Pushing              | The job requires exerting force up to 100 pounds on a regular basis to move the object to or away from the employee. |
| <input type="checkbox"/> Carrying                            | The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).             |
| <input checked="" type="checkbox"/> Reaching                 | The employee is regularly required to use the hands and arms to reach for objects.                                   |
| <input type="checkbox"/> Stooping and Crouching              | The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.             |
| <input type="checkbox"/> Crawling                            | Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.       |
| <input checked="" type="checkbox"/> Speaking                 | The job requires expressing ideas by the spoken word.  |
| <input checked="" type="checkbox"/> Listening                | The job requires the perception of speech or the nature of sounds in the air.  |
| <input type="checkbox"/> Other                               | Describe the requirement.  |

**2. Mark [ ✓ ] the most appropriate mental / visual requirement for the job.**

- |   |
|---|
| <input checked="" type="checkbox"/> General Intelligence (typical requirement for machine operators, office staff, etc.)                  |
| <input type="checkbox"/> Motor Coordination Skills (typical for automotive mechanic, painter, etc.)                                       |
| <input type="checkbox"/> Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.) |
| <input checked="" type="checkbox"/> Verbal Intelligence (typical for counselors, customer service representatives, etc.)                  |
| <input checked="" type="checkbox"/> Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)                         |
| <input type="checkbox"/> Other  |

**3. The job's most appropriate work environment and the weather exposure.**

**Show what percent of a typical workday is spent.** (Select one response only)

- |    |   |   |
|----|---|---|
| 95 | % | Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.) |
| 0  | % | Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)                         |
| 5  | % | Outdoors but in an enclosed vehicle protected from extreme weather conditions.                                |

0

**4. Other physical working conditions.**

**Show what percent of a typical workday this position is exposed to:**

☐ Mark ☒ if none of the following is applicable.

85 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

0 % Vibration (i.e., operating jackhammer, impact wrench).

0 % Noise (Exposure at a level enough to cause hearing loss or fatigue).

0 % An improperly illuminated or awkward and confining work space.

0 % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

0 % Lifting or carrying items or objects. Describe item/object and weight:

\_\_\_\_\_

0 % Heat. Describe source and degree of high temperature.

\_\_\_\_\_

0 % Cold. Describe source and degree of cold temperature:

\_\_\_\_\_

0 % Other hazards. Describe:

\_\_\_\_\_

**5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.**

☐ Mark ☒ if not applicable.

**CONDITION**

**FREQUENCY OF EXPOSURE**

\_\_\_\_\_

**C. Work Schedule / Hours – Mark ☒ the most appropriate work schedule / hours for the job.**

☐ Regular – Standard Eight (8) hours daily, Monday – Friday

☐ Irregular – Shift work – A 24-hour work operation.

☒ Regular/Irregular – Overtime hours with overtime pay entitlement

State Purpose and total hours required per pay period.

Approximately 9 hours per day, Five days per week

☐ Regular / Irregular – Overtime hours without overtime pay entitlement.

The information given on this position is complete and correct.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# VIII. SUPERVISOR'S REVIEW

**IMPORTANT: This block to be filled out only by the Direct Supervisor.**

a.	(1) Has the employee correctly stated his or her official payroll position title? [ ] Yes [ ] No						
	(2) If not, what is the correct title? _____						
b.	(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [ ] Yes [ ] No						
	(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____						
c.	What positions under your supervision perform the same essential functions Give name and title: <table border="1"><thead><tr><th>Name</th><th>Title</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	Name	Title	_____	_____	_____	_____
Name	Title						
_____	_____						
_____	_____						
d.	Does this position require (mark one) [ x ] Immediate supervision on a regular basis, [ ] Immediate supervision only for new/complex tasks, or [ ] Little immediate supervision.						
e.	Does the employee participate in (mark those appropriate) the [ ] Formulation, [ ] Interpretation, and/or [ x ] Application of Agency/Department policy. Give examples: _____ _____						
f.	The employee (mark one) [ ] Performs routine, well-defined tasks, [ x ] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [ ] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.						

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

\_\_\_\_\_  
Signature of Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department/Agency Head

\_\_\_\_\_  
Date

**IX. Human Resources Office Review:**

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Position Title Name

Classification Correct: [ ] Yes [ ] No

If not, corrective action taken: (Attach copy of review made)

\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_  
Human Resources Manager Date

## SCALE HOUSE SUPERVISOR

### **NATURE OF WORK**

This is supervisory work in Scale House and Commercial and Government billing activities.

Employees in this class provide first-line supervision to Scale House Attendants involving the processing of all incoming and outbound vehicles that are disposing of solid waste materials at the landfill and/or Haulers Only Transfer Station.

### **ILLUSTRATIVE EXAMPLES OF WORK** *(Any one position may not include all the duties listed, nor do the examples cover all the duties in which may be performed)*

- Supervises, plans, assigns, and reviews the work of the Scale House Attendants and the day-to-day operations of the Solid Waste Scale System used by the Guam Solid Waste Authority for its solid waste collection and landfill services; Conducts performance evaluations for Scale House Attendants in a timely manner; Provides appropriate corrective actions as necessary;
- Ensures that all attendants comply with all policies and procedures, including code of conduct and must present a professional and respectful image on behalf of the Guam Solid Waste Authority to superiors, customers, and fellow peers.
- Ensures the successful and safe operations of the scale house weight measurement systems including the load scales and the electronic data collection systems such as Cardinal; Conducts periodic inspection of the scales and schedules the maintenance and repairs as needed; Maintains records of all maintenance and repairs;
- Conducts random spot checks/inspection of waste loads for compliance with environmental acceptance criteria, and maintain waste acceptance forms;
- Enforces safety rules and procedures for Scale House staff and vehicles entering and exiting the facility, and reporting non-compliant drivers immediately to appropriate management;
- Responsible for formulating standard operating procedures and other appropriate guidelines to include an annual review and update; Provides instruction and training to scale house staff;
- Responsible for ensuring that Scale Attendants are provided the proper equipment and supplies required; Manages requests for supplies and equipment for all scale locations to include arranging delivery and pick-up of requested supplies;
- Prepares daily, monthly, and annual reports requested by management to include but not limited to the waste tonnage reports and ensuring their correctness to the best ability; Reviews and audits daily scale transactions reports for all scale locations;
- Maintains orderly files, both electronically and/or paper, in accordance with policy and procedures



- Processes new commercial and government customer accounts; Advises scale attendants of new registrations, vehicle authorizations, and other relevant information to include Government Purchase Order balances;
- Prepares staff schedules and assignments to ensure proper coverage at all times; Reviews and approves requests for leave;
- Performs related duties as required.

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

- Knowledge of computer software applications such as MS Office
- Knowledge of Scale House practices and procedures
- Ability to supervise the work of others
- Ability to make decisions in accordance with appropriate program guidelines
- Ability to supervise, plan, and schedule work assignments
- Ability to recommend and implement goals, objectives, policies, and procedures
- Ability to make arithmetic computations and tabulations and prepare precise summary reports in MS Excel
- Ability to demonstrate effective interpersonal skills in communicating with the public, employees, and customers

#### **MINIMUM EXPERIENCE AND TRAINING**

- Two (2) Year experience in weigh scale operations, administrative and clerical experience, and graduation from high school or equivalent; or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED:

Pay Grade/Plan	K (GSWAPP)	
Hay Evaluation:	Evaluation Code:	Points:
Know How	D13	175
Problem Solving:	D3(29%)	50
Accountability:	D1C	57
<b>Total Points:</b>		<b>282</b>

SIGNATURE

**DEPARTMENT OF ADMINISTRATION**  
**POSITION DESCRIPTION QUESTIONNAIRE INSTRUCTIONS**

**WHO SHOULD COMPLETE THE QUESTIONNAIRE?**

- (1) The employee occupying the position (jobholder) completes the first six (I-VI) sections of the questionnaire.
- (2) The employee completes Section VII if he/she chooses to do so. If the employee decides not to complete Section VII, mark the box provided. The direct supervisor will then complete Section VII for the employee.
- (3) The direct supervisor completes Section VIII. It is to add or clarify any of the information provided by the employee/jobholder or to provide different information.
- (4) The direct supervisor completes the questionnaire for vacant positions.
- (5) Section IX is completed by the Human Resources Office.

**I. JOB IDENTIFICATION:**

- Position Title: Show the official (payroll) title only.
- Official Position No.: Show the official number provided in the staffing pattern for the job. Although the employee/jobholder may change from time to time, the position number does not change. It is a position management tool.
- Job Location: Show the exact location of the position within the organization.
- Direct Supervisor: Show the official position title and name of supervisor or manager to whom the jobholder must report.

**II. JOB DESCRIPTION:**

**ESSENTIAL FUNCTIONS:** These are the required job duties of the position that a qualified person must perform. Under the Americans with Disability Act, the duties are performed either with or without a "reasonable accommodation." Without one of the essential functions, the need for the job is changed.

The description of functions performed must be short, clear and correct. It should tell what is done and its purpose or why. It should not tell how it is done. The duties are specific. Do not use unclear, general statements. Do not use additional papers.

Organize and list the job functions in one of the formats selected below. Mark the format selected. The format selected is only for the purpose of organizing the description of the job. It will not determine the job's classification and pay.

- (1) Daily work assignments – proper for job functions that are repetitive and have specific work operations and procedures. List the functions beginning with the first daily work assignment and ending with the last work assignment.
- (2) Percentage of time – proper for jobs that have varied functions and responsibilities. List the functions by percentage of time spent, beginning with the highest percentage. The total % should equal 100%.
- (3) Order of importance – proper for job functions that provide levels of importance. List the functions beginning with the most important function and ending with the least important. All functions are performed, however.

**NONESSENTIAL FUNCTIONS:** Nonessential functions are tasks that are minor, or not required to the completion of the essential functions. In addition, nonessential functions are those that could be performed by other workers. The phrase, "performs related duties as assigned" is normally listed here.

**III. MINIMUM QUALIFICATION REQUIREMENTS:**

These are the minimum requirements needed to qualify for the job. They are necessary for satisfactory performance of the job's essential functions. It is not to show the employee's (jobholder's) qualifications. They are used further in the job analysis necessary for the creation of position classification standards.

**Experience** – Show the type and length (months or years) of experience needed by a qualified applicant to perform the essential functions of the job.

**Education** – Show the formal schooling or training required for a qualified applicant to perform the essential functions of the job.

## DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

### I. IDENTIFICATION

<b>Official Position Title:</b>	Scale House Supervisor		<b>Official Position No.:</b>	
<b>Job Location:</b>	Guam Solid Waste Authority	Finance	Scale house	
	(Department/Agency)	(Division)	(Section/Unit)	
<b>Name:</b>				
	Last	First	Middle Initial	
<b>Pay Grade:</b>	<u>K</u> <input checked="" type="checkbox"/> <b>Classified</b>	<input type="checkbox"/> <b>Unclassified</b>	<input checked="" type="checkbox"/> <b>Position Vacant</b>	
<b>Supervisor:</b>	Kathrine B. Kakigi		Comptroller	
	(Name of Direct Supervisor)		Title of Supervisor	

### II. DESCRIPTION OF DUTIES

<b>Duty No. or % of Time</b>	<p><b>ESSENTIAL FUNCTIONS:</b> Organize and list duties and responsibilities that <b>MUST</b> be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only: <input type="checkbox"/> (1), <input type="checkbox"/> (2), <input type="checkbox"/> (3)</p>
	Supervises, plans, assigns, and reviews the work of the Scale House Attendants and the day-to-day operations of the Solid Waste Scale System used by the Guam Solid Waste Authority for its solid waste collection and landfill services; Conducts performance evaluations for Scale House Attendants in a timely manner; Provides appropriate corrective actions as necessary;
	Ensures that all attendants comply with all policies and procedures, including code of conduct and must present a professional and respectful image on behalf of the Guam Solid Waste Authority to superiors, customers, and fellow peers.
	Ensures the successful and safe operations of the scale house weight measurement systems including the load scales and the electronic data collection systems such as Cardinal; Conducts periodic inspection of the scales and schedules the maintenance and repairs as needed; Maintains records of all maintenance and repairs;
	Conducts random spot checks/inspection of waste loads for compliance with environmental acceptance criteria, and maintain waste acceptance forms;
	Enforces safety rules and procedures for Scale House staff and vehicles entering and exiting the facility, and reporting non-compliant drivers immediately to appropriate management
	Is responsible for formulating standard operating procedures and other appropriate guidelines to include an annual review and update; Provides instruction and training to scale house staff;
	Is responsible for ensuring that Scale Attendants are provided the proper equipment and supplies required; Manages requests for supplies and equipment for all scale locations to include arranging delivery and pick-up of requested supplies;
	Prepares daily, monthly, and annual reports requested by management to include but not limited to the waste tonnage reports and ensuring their correctness to the best ability; Review and audit daily scale transactions reports for all scale locations;
	Maintains orderly files, both electronically and/or paper, in accordance with policy and procedures
	Processes new commercial and government customer accounts; Advise scale attendants of new registrations, vehicle authorizations, and other relevant information to include Government Purchase Order balances;
	Prepares staff schedules and assignments to ensure proper coverage at all times; Reviews and approves requests for leave;
	Performs related duties as required.
	<b>NON-ESSENTIAL FUNCTIONS:</b> List duties and responsibilities not listed above that <b>may be</b> performed, as assigned.

**III. CONTACTS:** Departments, agencies and individuals you deal with during the course of your daily activities.

**A. Within your department/agency. Mark [✓] one box:**

☐ None
 ☐ Up to 15% of total working hours  
☒ 5 - 50% of total working hours
 ☐ Over 50%

**B. Outside your department/agency. Mark [✓] one box:**

☐ None
 ☐ Up to 15% of total working hours  
☒ 5 – 50% of total working hours
 ☐ Over 50%

**IV. SUPERVISION RECEIVED:** How closely is the employee's/jobholder's work reviewed by the direct supervisor?  
Mark (✓) one correct response.

	Detailed and specific instructions / procedures received or followed for each assignment.
	<b>General Supervision</b> – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
✓	<b>Direction</b> – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
	<b>General Direction</b> – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**V. SUPERVISION EXERCISED:** The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
2	Scale House Attendants	The Scale House Attendant must correctly and precisely process all incoming and outbound vehicles that are disposing of solid waste materials at the landfill and/or Haulers Only Transfer Station.

**VI. EQUIPMENT:** List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

Tools / Equipment	Percent (%) of Time for Each
Computer, Printer, Scanner, Copier	95

## VII. JOB REQUIREMENTS

☒ Mark ☒ here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

**1. MINIMUM QUALIFICATION REQUIREMENTS:** List the minimum experience and training a qualified applicant must have before employment.

**1. WORK EXPERIENCE:** List the general, specialized and/or supervisory/management work experience needed and how much (in months and/or years). If none, mark ☒ **"No work experience required."**

☐ No work experience is required.

**General:** A. One (2) Year experience in weigh scale operations, administrative and clerical experience, and graduation from high school or equivalent; or

B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

**Specialized:**

**Supervisor/Management:**

**If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.**

Knowledge of computer software applications such as MS Office; Knowledge of Scale House practices and procedures; Ability to supervise the work of others; Ability to make decisions in accordance with appropriate program guidelines; Ability to supervise, plan, and schedule work assignments; Ability to recommend and implement goals, objectives, policies, and procedures; Ability to make arithmetic computations and tabulations and prepare precise summary reports in MS Excel; Ability to demonstrate effective interpersonal skills in communicating with the public, employees, and customers

**2. FORMAL EDUCATION OR TRAINING:** Mark ☒ the most applicable education level required.

- a. ☐ Below High School – Show Number of Years
- b. ☒ High School Graduation / GED
- c. ☐ Vocational / Technical School

Show specific training that is required by this position:

- d. ☐ Some college
- Show number of ☐ Semester Hours or ☐ Quarter Hours.

Show specific courses required by the essential functions of this job.

- e. College Degree (Show major area of study required.)
  - ☐ Associate's:
  - ☐ Bachelor's:
  - ☐ Master's:
  - ☐ Beyond Master's:

**3. CRITICAL SKILLS / EXPERTISE:**

4. **LICENSE, REGISTRATION OR CERTIFICATION:** List possession of required license, professional registration/ certification needed to perform essential functions.

**B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS**

**1. Mark [ ✓ ] the most appropriate physical requirement(s) for the job.**

- |  |  |
|--|--|
| <input type="checkbox"/> Sitting                             | The job requires the employee to sit in a comfortable position most of the time. The employee can move about.        |
| <input type="checkbox"/> Sitting                             | Employee is required to sit for extended periods or time without being able to leave the work area.                  |
| <input checked="" type="checkbox"/> Sitting/Standing/Walking | The employee is required to sit, stand, walk most of the time.   |
| <input type="checkbox"/> Climbing                            | Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.                         |
| <input type="checkbox"/> Lifting                             | Employee is required to raise or lower objects from one level to another regularly.                                  |
| <input type="checkbox"/> Pulling and/or Pushing              | The job requires exerting force up to 100 pounds on a regular basis to move the object to or away from the employee. |
| <input type="checkbox"/> Carrying                            | The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).             |
| <input checked="" type="checkbox"/> Reaching                 | The employee is regularly required to use the hands and arms to reach for objects.                                   |
| <input type="checkbox"/> Stooping and Crouching              | The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.             |
| <input type="checkbox"/> Crawling                            | Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.       |
| <input checked="" type="checkbox"/> Speaking                 | The job requires expressing ideas by the spoken word.  |
| <input checked="" type="checkbox"/> Listening                | The job requires the perception of speech or the nature of sounds in the air.  |
| <input type="checkbox"/> Other                               | Describe the requirement.  |

**2. Mark [ ✓ ] the most appropriate mental / visual requirement for the job.**

- |   |
|---|
| <input checked="" type="checkbox"/> General Intelligence (typical requirement for machine operators, office staff, etc.)                  |
| <input type="checkbox"/> Motor Coordination Skills (typical for automotive mechanic, painter, etc.)                                       |
| <input type="checkbox"/> Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.) |
| <input checked="" type="checkbox"/> Verbal Intelligence (typical for counselors, customer service representatives, etc.)                  |
| <input checked="" type="checkbox"/> Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)                         |
| <input type="checkbox"/> Other  |

**3. The job's most appropriate work environment and the weather exposure.**

**Show what percent of a typical workday is spent.** (Select one response only)

- |    |   |   |
|----|---|---|
| 95 | % | Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.) |
| 0  | % | Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)                         |
| 5  | % | Outdoors but in an enclosed vehicle protected from extreme weather conditions.                                |

0

**4. Other physical working conditions.**

**Show what percent of a typical workday this position is exposed to:**

[ ] Mark [✓] if none of the following is applicable.

85 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

0 % Vibration (i.e., operating jackhammer, impact wrench).

0 % Noise (Exposure at a level enough to cause hearing loss or fatigue).

0 % An improperly illuminated or awkward and confining work space.

0 % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

0 % Lifting or carrying items or objects. Describe item/object and weight:

\_\_\_\_\_

0 % Heat. Describe source and degree of high temperature.

\_\_\_\_\_

0 % Cold. Describe source and degree of cold temperature:

\_\_\_\_\_

0 % Other hazards. Describe:

\_\_\_\_\_

**5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.**

[ ] Mark [✓] if not applicable.

**CONDITION**

**FREQUENCY OF EXPOSURE**

\_\_\_\_\_

**C. Work Schedule / Hours – Mark [✓] the most appropriate work schedule / hours for the job.**

[ ] Regular – Standard Eight (8) hours daily, Monday – Friday

[ ] Irregular – Shift work – A 24-hour work operation.

[✓] Regular/Irregular – Overtime hours with overtime pay entitlement

State Purpose and total hours required per pay period.

Approximately 9 hours per day, Five days per week

[ ] Regular / Irregular – Overtime hours without overtime pay entitlement.

The information given on this position is complete and correct.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## VIII. SUPERVISOR'S REVIEW

**IMPORTANT: This block to be filled out only by the Direct Supervisor.**

a.	(1) Has the employee correctly stated his or her official payroll position title? [ ] Yes [ ] No						
	(2) If not, what is the correct title? _____						
b.	(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [ ] Yes [ ] No						
	(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____						
c.	What positions under your supervision perform the same essential functions Give name and title: <table border="0"><tr><td style="text-align: center;">Name</td><td style="text-align: center;">Title</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></table>	Name	Title	_____	_____	_____	_____
Name	Title						
_____	_____						
_____	_____						
d.	Does this position require (mark one) [ ] Immediate supervision on a regular basis, [ x ] Immediate supervision only for new/complex tasks, or [ ] Little immediate supervision.						
e.	Does the employee participate in (mark those appropriate) the [ ] Formulation, [ ] Interpretation, and/or [ x ] Application of Agency/Department policy. Give examples: _____ _____						
f.	The employee (mark one) [ ] Performs routine, well-defined tasks, [ x ] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [ ] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.						

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

\_\_\_\_\_  
Signature of Immediate Supervisor

*Ami L. Shih*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department/Agency Head

\_\_\_\_\_  
Date



**IX. Human Resources Office Review:**

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Position Title Name

Classification Correct: [ ] Yes [ ] No

If not, corrective action taken: (Attach copy of review made)

\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_  
Human Resources Manager Date



# GUAM SOLID WASTE AUTHORITY

LOURDES A. LEON GUERRERO  
Governor of Guam

JOSHUA F. TENORIO  
Lt. Governor of Guam

IRVIN L. SLIKE  
General Manager



## MEMORANDUM

October 19, 2022

**To:** Board of Directors, Guam Solid Waste Authority

**From:** General Manager, Guam Solid Waste Authority

**Subject:** Changes to HHW Facility

During the GSWA Board meeting on December 12, 2021, I announced that GSWA was giving a one-year notice to GSWA's current HHW Facility Operator, Unlimited Services Group (USG), that a renewal of their contract would not be entertained. This was done because the company had refused previous outreach for cost savings. GSWA had requested that GSWA personnel handle the transport and disposal of electronics at \$0.70 per pound under our new contract with Pyramid, however USG had rejected this offer. We were forced to continue to pay \$5.00 per pound throughout 2022.

GSWA's yearly cost is approximately \$680,000. This includes USG personnel who package the material and prepare transportation manifests as well as provide packaging materials. South Pacific Environmental then is notified to transport and dispose of the collected and manifested materials.

Beginning December 24, 2022, upon the expiration of the contract, GSWA will bring operations in-house and have its personnel handle the collection, packaging and manifesting of the material as the Generator. Additionally, GSWA is currently in the process of creating Household Hazardous Waste Technician positions. The personnel who currently operate the HHW facility under USG will be welcome to apply for these positions and continue the regular operations. GSWA will maintain the technician certifications throughout their employment such as the 8-hour HAZWOPER training. We will also seek to train an additional 2 employees who can serve as back-ups to the trained personnel.

The following is an estimate for the total annual costs for personnel and the purchase of all necessary packaging, safety, and miscellaneous equipment necessary for this operation.

HHW transport and disposal	\$157,000 (new South Pacific contract)
Electronic Disposal	\$74,592 (existing Pyramid contract)
Materials	\$26,575 (Pricing on Island for 2022 quantities)
Labor	\$57,000
<b>TOTAL</b>	<b>\$315,167</b>



# GUAM SOLID WASTE AUTHORITY

**LOURDES A. LEON GUERRERO**  
Governor of Guam

**JOSHUA F. TENORIO**  
Lt. Governor of Guam

**IRVIN L. SLIKE**  
General Manager



The structure of this arrangement is very similar to the regional HHW facility that I managed for the Capitol Region East Operating Committee (CREOC) district in Manchester CT. [Household Hazardous Waste Collection Town of Manchester \(manchesterct.gov\)](http://manchesterct.gov)

Irvin L. Slike, General Manager

10/19/22

Date

# SEWER RATE CLASSIFICATION EVALUATION

## ORDOT CLOSURE FACILITY ORDOT, GUAM

Prepared for:

Government of Guam  
Guam Solid Waste Authority



*Prepared by:*



EA Engineering, Science, and Technology, Inc., PBC  
1001 Army Drive, Suite 103  
Barrigada, Guam 96913-1402

**October 2022**

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**LIST OF ACRONYMS AND ABBREVIATIONS**

μS/cm	microSiemen(s) per centimeter
BOD	biochemical oxygen demand
COD	chemical oxygen demand
GWA	Guam Waterworks Authority
mg/L	milligrams per liter
Q1 2022	first quarter of 2022
TDS	total dissolved solids
TOC	total organic carbon
TSS	total suspended solids
WWTP	Waste Water Treatment Plant



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## 1. INTRODUCTION

This report has been prepared to present a review and evaluation of the leachate from Ordot Closure Facility (the Landfill) and the current sewer rate classification of the Guam Waterworks Authority (GWA) for discharging this leachate from the Landfill into the sewer system. The evaluation was performed by EA Engineering, Science, and Technology, Inc., PBC and includes an evaluation and comparison of relevant constituents of the landfill leachate with three types of commercial users' wastewater constituents per the GWA sewer rate classification.

The following information is included and presented within this report:

- Brief background and historical information of the leachate system and monitoring at the Landfill
- Recent Landfill leachate quality data
- Commercial wastewater characteristics
- Comparison of the Landfill recent historical leachate data with commercial wastewater data.

## **2. BACKGROUND**

The Ordot Facility is a closed landfill. The closure construction was completed on 1 March 2016. The closure system is designed to collect and control the previously uncontrolled discharges of leachate to the surrounding environment. As of 19 October 2015, the leachate storage tanks began receiving the collected leachate from the closure system.

A system of perimeter pipes and trenches with an on-slope geo-composite drainage layer was installed to collect leachate from the slopes and perimeter of the waste pile and deliver it by gravity to three leachate storage tanks located to the south of the cover system. The three 16,000-gallon leachate tanks are contained within a concrete secondary containment structure. The leachate from the storage tanks is sent to the GWA wastewater system via an onsite force main, through the GWA flow meter located just outside the landfill, and discharges into a manhole of the nearest GWA gravity line in the Central GWA Collection System along Dero Drive. This line drains to the GWA pump station on Dero Drive and from there leachate is pumped to the next GWA gravity line, where it eventually reaches the Hagatna Waste Water Treatment Plant (WWTP), where it is treated. The operational peak instantaneous flow rate of the leachate is approximately 80 gallons per minute (gpm). A flow meter is installed to provide records of the total flow rate of leachate discharging into the GWA collection system.

For the leachate discharge and treatment, the Landfill has been charged as a Commercial 3 facility at a rate of \$27.42 per 1,000 gallons of leachate.

### 3. HISTORICAL LEACHATE QUALITY DATA

Leachate is currently discharged to the GWA Central Wastewater System and is conveyed to the Hagatna WWTP from the Landfill. The constituents to be monitored in the leachate as specified by GWA include iron, aluminum, other metals, dissolved salts, volatile and semivolatile organic compounds, as well as 5-day biochemical oxygen demand (BOD), ammonia, and total suspended solids (TSS).

The average, minimum, and maximum results for the quarterly leachate samples collected from 2019 through the first quarter of 2022 (Q1 2022) are presented in Table 1. Leachate composition varies as a function of the amount of precipitation, quantity, age, and type of wastes disposed historically.

The data presented in Table 1 include available and relevant constituents that were utilized for the comparison with the commercial users' wastewater constituents. These parameters include alkalinity, BOD, chemical oxygen demand (COD), chloride, organic nitrogen, specific conductance, sulfate, total dissolved solids (TDS), total organic carbon (TOC), and TSS.

The ranges of commercial users' wastewater constituents were compared with the most recent three years of the Landfill's leachate data.

The landfill leachate is considered to be relatively old because the facility is over 10 years old and was capped/closed in 2016. Compared to recently placed waste, older in place and capped waste contributes to the degradation of organics, which leads to increased concentrations of BOD, COD, and TOC, specific conductance, inorganic salts, and TDS. The age of the landfill has a substantial impact on the quality of leachate, as the age of the landfill increases, the effect on the pollution potential of the leachate decreases. For this reason, only the leachate data from Q2 2019 through Q1 2022 were considered as relevant and included in the analysis.

**Table 1. Ordot Leachate Data from 2019 Quarter 2 – 2022 Quarter 1**

Parameters	Units	Historical Minimum (2019 Q2-2022 Q1)	Historical Maximum (2019 Q2-2022 Q1)	Historical Average (2019 Q2-2022 Q1)
Alkalinity as CaCO <sub>3</sub>	mg/L	160	500	406
Ammonia Nitrogen	mg/L	0.021	17	11.5
BOD	mg/L	4.3	22.4	10.1
COD	mg/L	11	29	20
Chloride	mg/L	41	76	50
Organic Nitrogen	mg/L	0	13.0	4.5
Specific Conductance	µS/cm	753	1,220	907
Sulfate	mg/L	0.93	6.6	2.5
TDS	mg/L	400	540	474
TOC	mg/L	4.8	9.9	6.7
TSS	mg/L	ND	190	38
µS/cm = microSiemen(s) per centimeter BOD = biochemical oxygen demand CaCO <sub>3</sub> = as calcium carbonate COD = chemical oxygen demand mg/L = milligram(s) per liter ND = nondetectable Q1 = quarter 1 TDS = total dissolved solids TOC = total organic carbon TSS = total suspended solids				

#### 4. GWA RATE STRUCTURE

The GWA imposed rates per 1,000 gallons for different types of commercial users' wastewater discharge are provided in Table 2. For the leachate discharge and treatment, the Landfill has been charged as a Commercial 3 facility. One of the purposes of this TM is to determine if the wastewater rate should be updated based on the quality of the historical leachate data.

**Table 2 Water Rates Imposed by Guam Waterworks Authority**

<b>Facilities</b>	<b>Rate (\$)</b>
Commercial 1 (per 1000 gallons)	8.11
Commercial 2 (per 1000 gallons)	19.77
Commercial 3 (per 1000 gallons)	27.42
Sewer rates effective from 1 October 2020, per the GWA website as of 5 October 2022 ( <a href="http://guamwaterworks.org/rates/">http://guamwaterworks.org/rates/</a> ).	

## 5. COMMERCIAL WASTEWATER CHARACTERISTICS

To evaluate which commercial user type the constituents of the Landfill leachate currently most closely resemble using the industries listed by GWA for commercial discharge, the wastewater categories of Commercial Facilities 1, 2, and 3 wastewater were considered in the review. The facility types and wastewater characteristics are discussed further in the following sections.

### Commercial 1:

The facilities under the Commercial 1 category considered in the evaluation included bars without dining facilities, car wash, department and retail stores, hospital and convalescent, laundromat, professional offices, schools and colleges, and markets without garbage disposal. Typical ranges of the wastewater constituents from these facilities were researched and are presented in Table 3.

**Table 3 Constituent Ranges in Commercial 1 Facilities**

Parameters	Units	Minimum	Maximum
Alkalinity as CaCO <sub>3</sub> <sup>1</sup>	mg/L	nondetectable	300
Ammonia Nitrogen <sup>4</sup>	mg/L	10	68
BOD <sup>2,3</sup>	mg/L	110	720
COD <sup>1,4</sup>	mg/L	89	2,480
Chloride <sup>2</sup>	mg/L	30	400
Organic Nitrogen <sup>2</sup>	mg/L	8	25
Specific Conductance <sup>4</sup>	µS/cm	300	1,000
Sulfate <sup>2</sup>	mg/L	20	50
TDS <sup>2,4</sup>	mg/L	120	860
TOC <sup>2</sup>	mg/L	31	260
TSS <sup>2,3</sup>	mg/L	120	1,960

µS/cm = microSiemen(s) per centimeter  
 BOD = biochemical oxygen demand  
 CaCO<sub>3</sub> = as calcium carbonate  
 COD = chemical oxygen demand  
 mg/L = milligram(s) per liter  
 TDS = total dissolved solids  
 TOC = total organic carbon  
 TSS = total suspended solids  
 References:  
 1. Nor Haslina Hashim and Nadzirah Zayadi. 2016. *Pollutants Characterization of Car Wash Wastewater*. MATEC Web of Conferences.  
 2. Metcalf & Eddy. 2003. *Wastewater Engineering Treatment and Reuse*. Fourth Edition. Tata Mc-Graw Hill.  
 3. Connecticut Department of Environmental Protection, Bureau of Water Management, Land Disposal Section. *CT DEP Files, Project Files*. 79 Elm Street, Hartford, CT.  
 4. Verlicchi, P; M. Al Aukidy; and E. Zambello. 2015. *What have we learned from worldwide experiences on the management and treatment of hospital effluent? — An overview and a discussion on perspectives*. Science of the Total Environment, Pages 467-491. 1 May.

**Commercial 2:**

The facilities under Commercial 2 category considered in the evaluation included hotels and commercial and industrial laundries. Typical ranges of the wastewater constituents from these facilities were researched and are presented in Table 4.

**Table 4 Constituent Ranges in Commercial 2 Facilities**

Parameters	Units	Minimum	Maximum
Alkalinity as CaCO <sub>3</sub> <sup>1</sup>	mg/L	61	398
Ammonia Nitrogen <sup>2</sup>	mg/L	12	45
BOD <sup>2</sup>	mg/L	110	726
COD <sup>1</sup>	mg/L	65	1,405
Chloride <sup>1,2</sup>	mg/L	30	185
Organic Nitrogen <sup>2</sup>	mg/L	8	25
Specific Conductivity	μS/cm	-	-
Sulfate <sup>2</sup>	mg/L	20	50
TDS <sup>1</sup>	mg/L	104	2,064
TOC <sup>2</sup>	mg/L	80	260
TSS <sup>1,2</sup>	mg/L	15	1,200
- = no data available μS/cm = microSiemen(s) per centimeter BOD = biochemical oxygen demand CaCO <sub>3</sub> = as calcium carbonate COD = chemical oxygen demand mg/L = milligram(s) per liter TDS = total dissolved solids TOC = total organic carbon TSS = total suspended solids References: 1. U.S. Environmental Protection Agency. 1973. <i>Treatment of Laundromat Wastes</i> . Office of Research and Monitoring, Washington, D.C., EPA-R2-73-108. February. 2. Metcalf & Eddy. 2003. <i>Wastewater Engineering Treatment and Reuse</i> , Fourth Edition. Tata Mc-Graw Hill.			



**Commercial 3:**

The facilities under Commercial 3 category considered in the evaluation included bakeries and wholesale and markets with garbage disposal. Typical ranges of the wastewater constituents from these facilities were researched and are presented in Table 5.

**Table 5 Constituent Ranges in Commercial 3 Facilities**

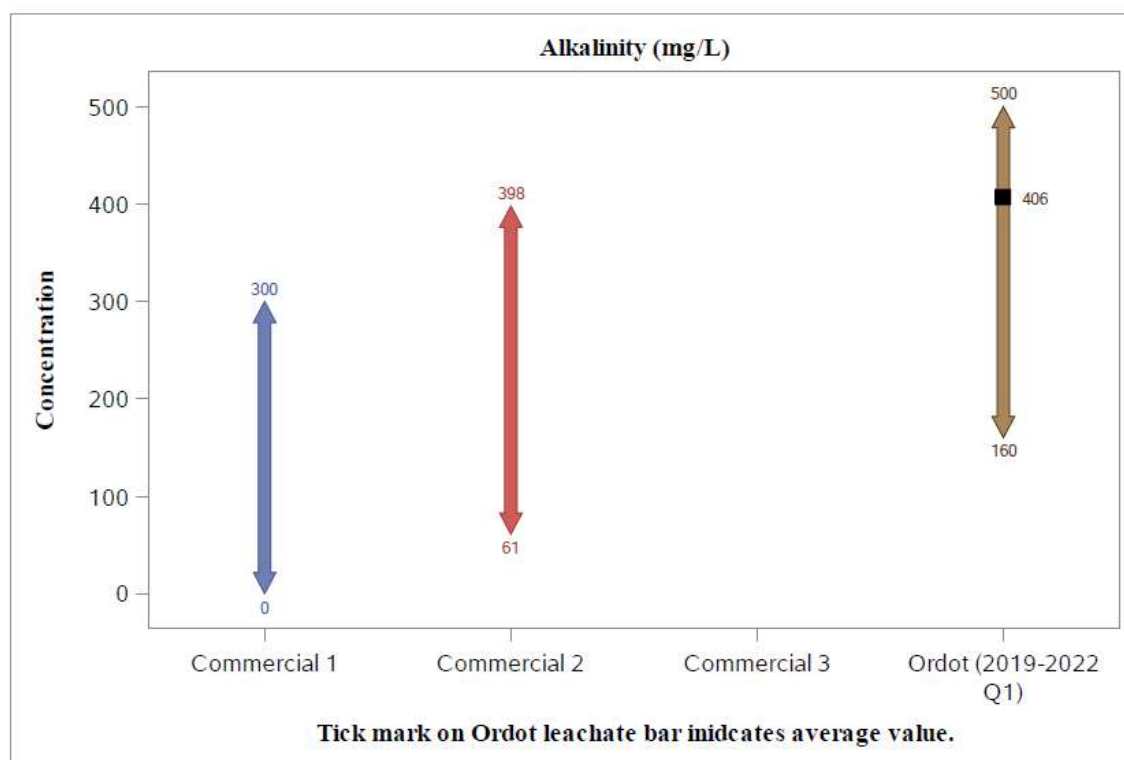
Parameters	Units	Minimum	Maximum
Alkalinity as CaCO <sub>3</sub>	mg/L	-	-
Ammonia Nitrogen	mg/L	-	-
BOD <sup>1,2</sup>	mg/L	155	3,200
COD <sup>1</sup>	mg/L	155	7,000
Chloride	mg/L	-	-
Organic Nitrogen <sup>1</sup>	mg/L	36	100
Specific Conductivity	μS/cm	-	-
Sulfate	mg/L	-	-
TDS	mg/L	-	-
TOC	mg/L	-	-
TSS <sup>1</sup>	mg/L	120	6,000
- = no data available μS/cm = microSiemen(s) per centimeter BOD = biochemical oxygen demand CaCO <sub>3</sub> = as calcium carbonate COD = chemical oxygen demand mg/L = milligram(s) per liter TDS = total dissolved solids TOC = total organic carbon TSS = total suspended solids References: 1. Ecologix Environmental Systems. 2022. <i>Commercial/Industrial Bakery Wastewater Treatment</i> . 2. Chen, J. Paul; Lei Yang; and Renbi Bai, Yung-Tse Hung. 2006. <i>Bakery Waste Treatment</i> . Taylor & Francis Group, LLC.			

## 6. COMPARISON OF HISTORICAL LEACHATE DATA WITH COMMERCIAL USERS' WASTEWATER DATA

The following section presents the comparison of the ranges of constituent concentrations in the Landfill leachate (Table 1) with the ranges of the three commercial facility types (Tables 3, 4, and 5).

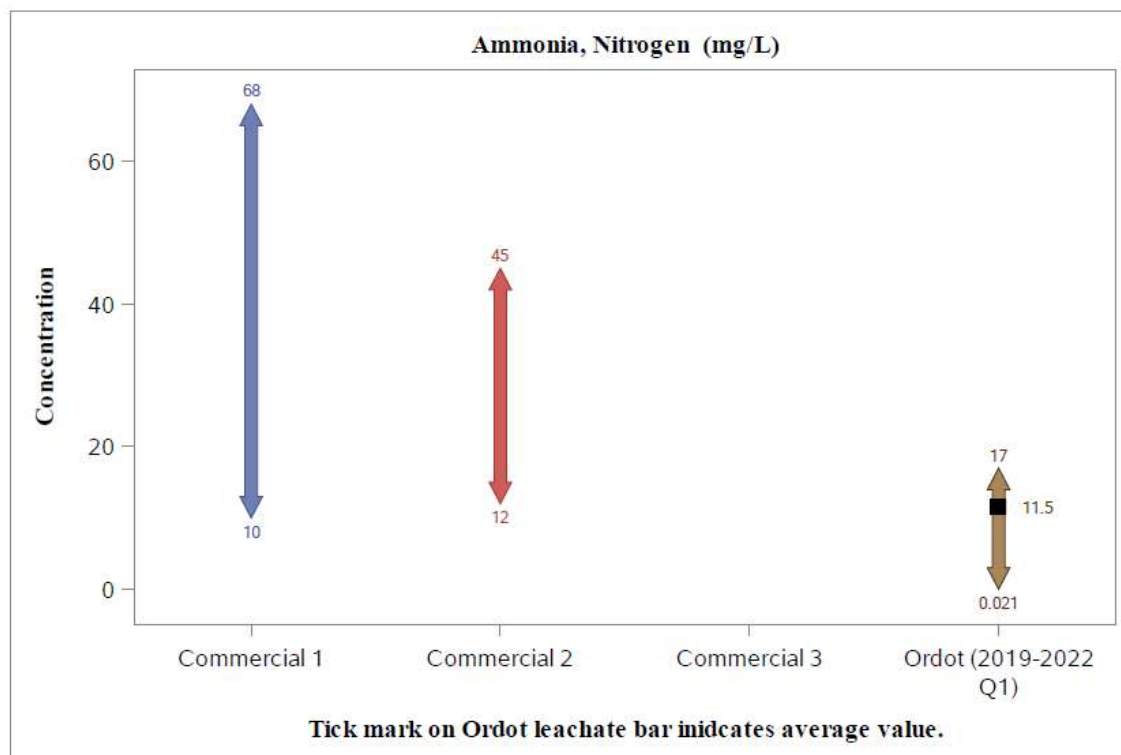
### 6.1 Alkalinity

Typical concentrations of alkalinity for Commercial 1 facilities range from 0 to 300 milligrams per liter (mg/L) and Commercial 2 facilities range from 61 to 398 mg/L. No range is available for Commercial 3 facilities. As presented on the following comparison plot, the range of the Landfill leachate alkalinity is slightly higher than both the commercial facilities, which can be attributed to the age of the landfill.



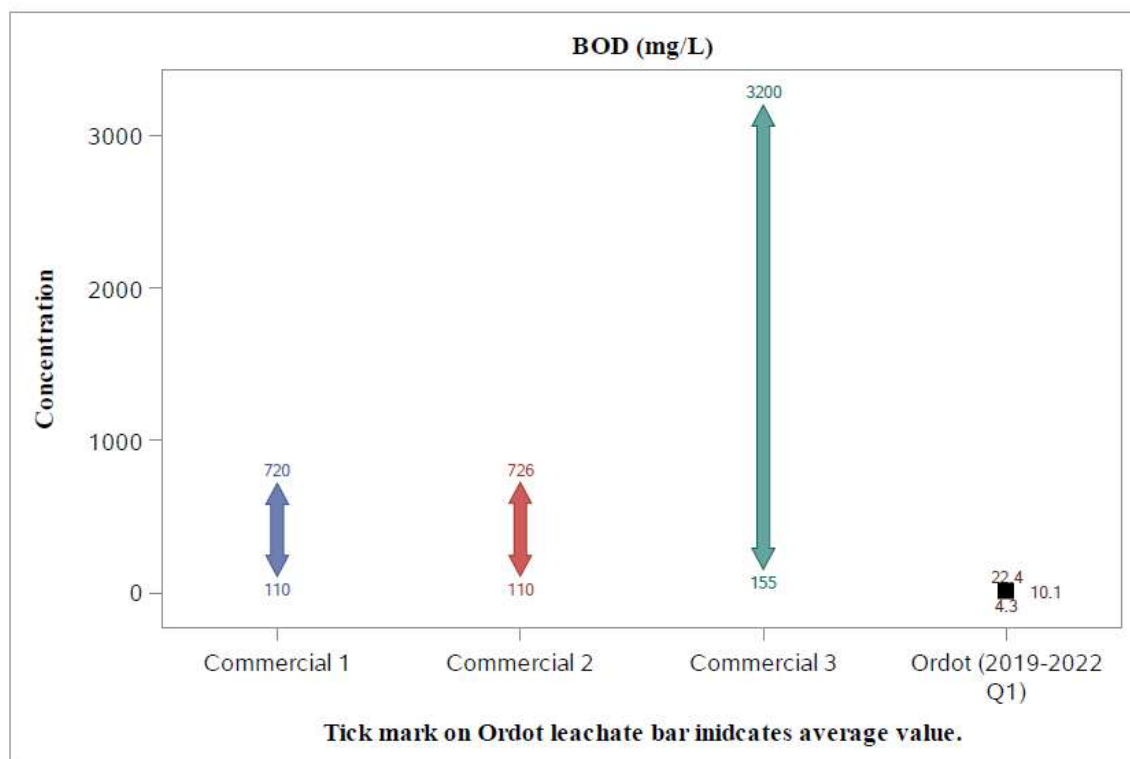
## 6.2 Ammonia

Typical concentrations of ammonia for Commercial 1 facilities range from 10 to 68 mg/L and Commercial 2 facilities range from 12 to 45 mg/L. No range is available for Commercial 3 facilities. As presented on the following comparison plot, ammonia in the landfill leachate ranges from 0.021 to 17 mg/L, which is significantly below the ammonia observed in the three identified commercial facility types.



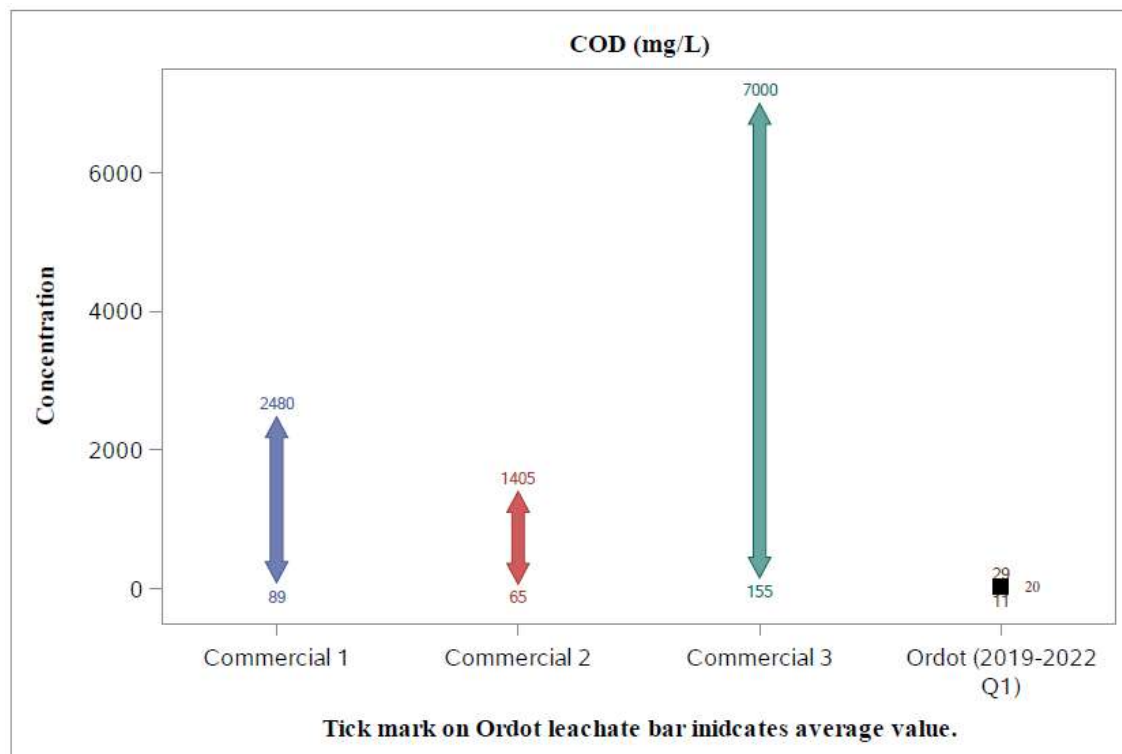
### 6.3 BOD

Typical concentrations of BOD for Commercial 1 facilities range from 110 to 720 mg/L, Commercial 2 facilities from 110 to 726 mg/L, and Commercial 3 facilities from 155 to 3,200 mg/L. As presented on the comparison plot, BOD in the landfill leachate ranges from 4.3 to 22.4 mg/L, which is significantly below the BOD observed in the three identified commercial facility types.



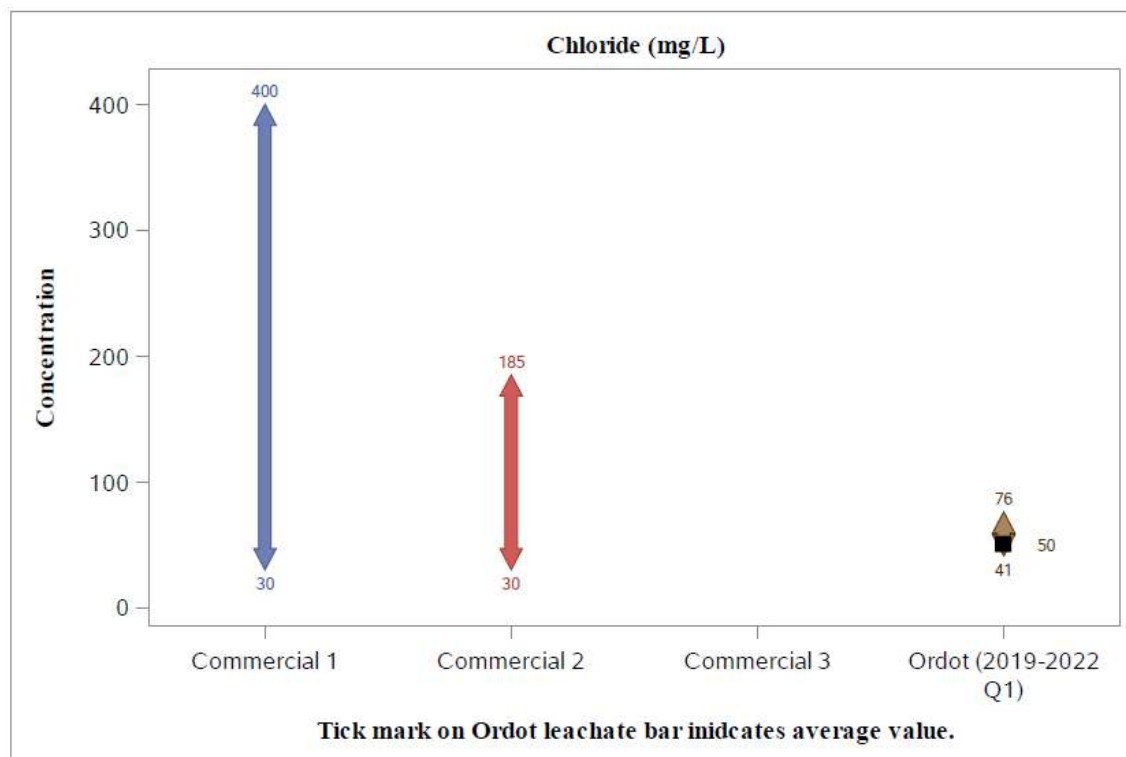
## 6.4 COD

Typical concentrations of COD for Commercial 1 facilities range from 89 to 2,480 mg/L, Commercial 2 facilities from 65 to 1,405 mg/L, and Commercial 3 facilities from 155 to 7,000 mg/L. As presented on the comparison plot, COD in the landfill leachate ranges from 11 to 29 mg/L, which is significantly below the COD observed across the three different commercial facility types.



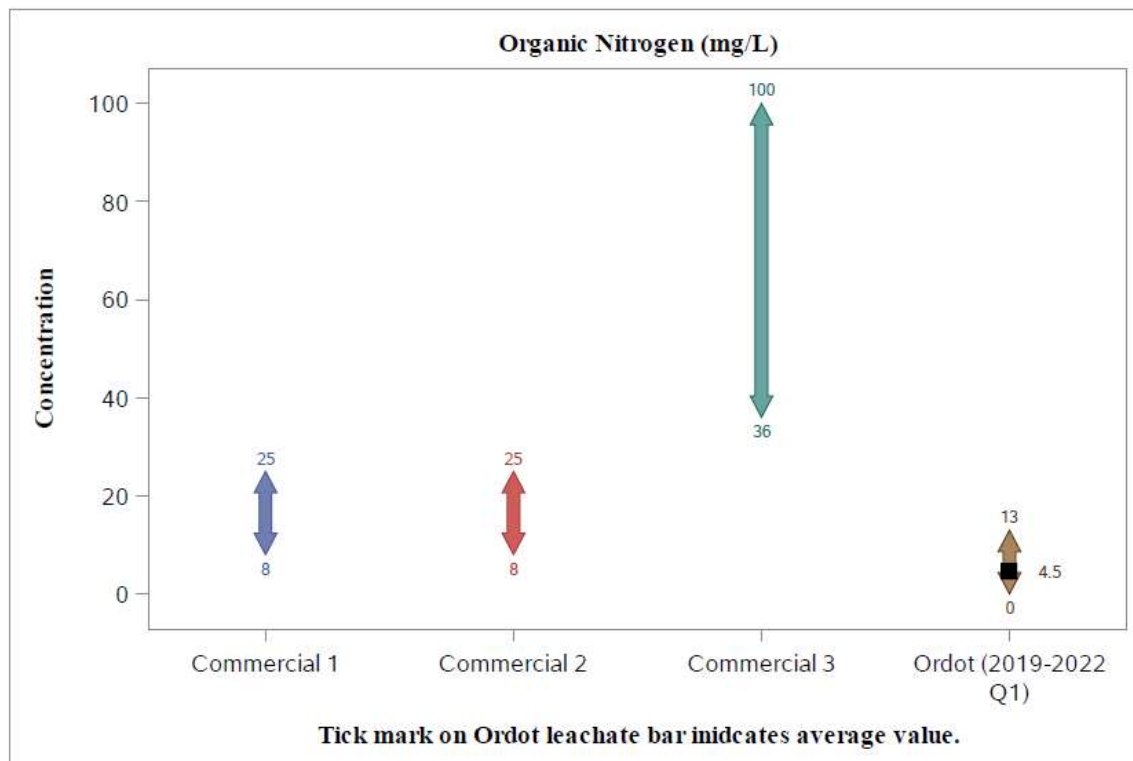
## 6.5 Chloride

Typical concentrations of chloride for Commercial 1 facilities range from 30 to 400 mg/L and Commercial 2 facilities from 30 to 185 mg/L. No range is available for Commercial 3 facilities. As presented on the comparison plot, the landfill leachate chloride concentrations range from 41 to 76 mg/L, which falls within the lower range of the chloride observed in Commercial 1 or 2 facilities.



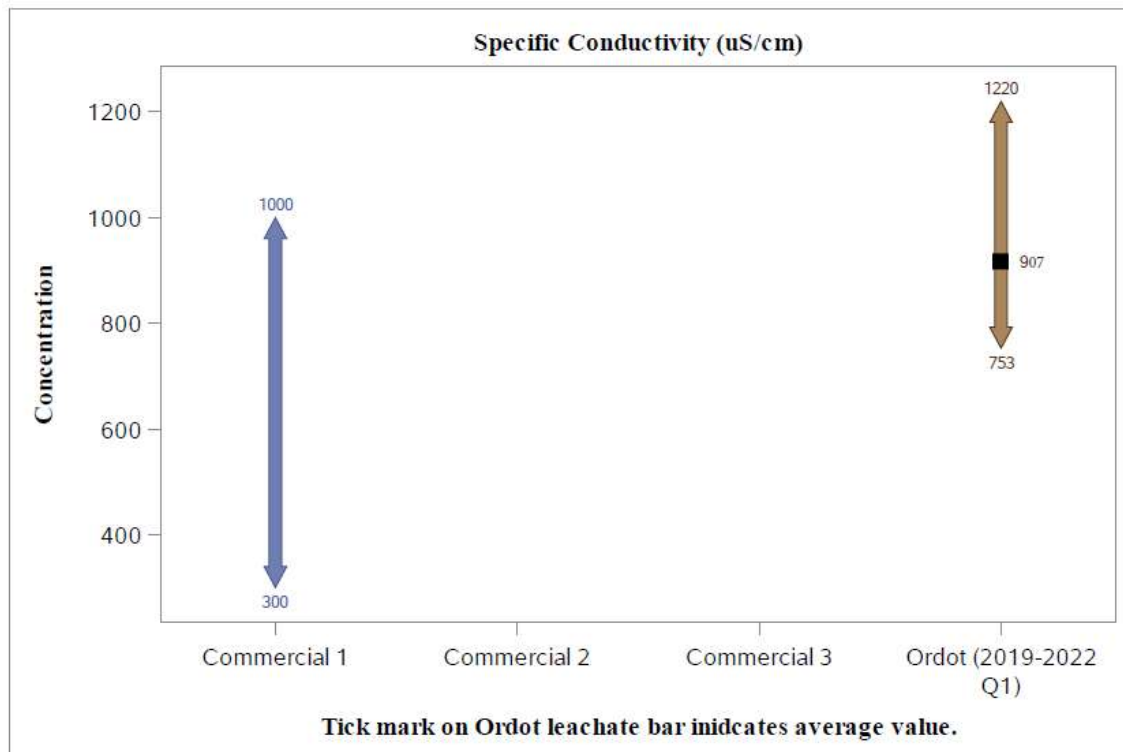
## 6.6 Organic Nitrogen

Typical concentrations of organic nitrogen for Commercial 1 and 2 facilities range from 8 to 25 mg/L and Commercial 3 facilities 36 to 100 mg/L. As presented in the comparison plot, organic nitrogen in the landfill leachate ranges from 0 to 13 mg/L which aligns more with the Commercial 1 or 2 facility types for organic nitrogen ranges.



## 6.7 Specific Conductance

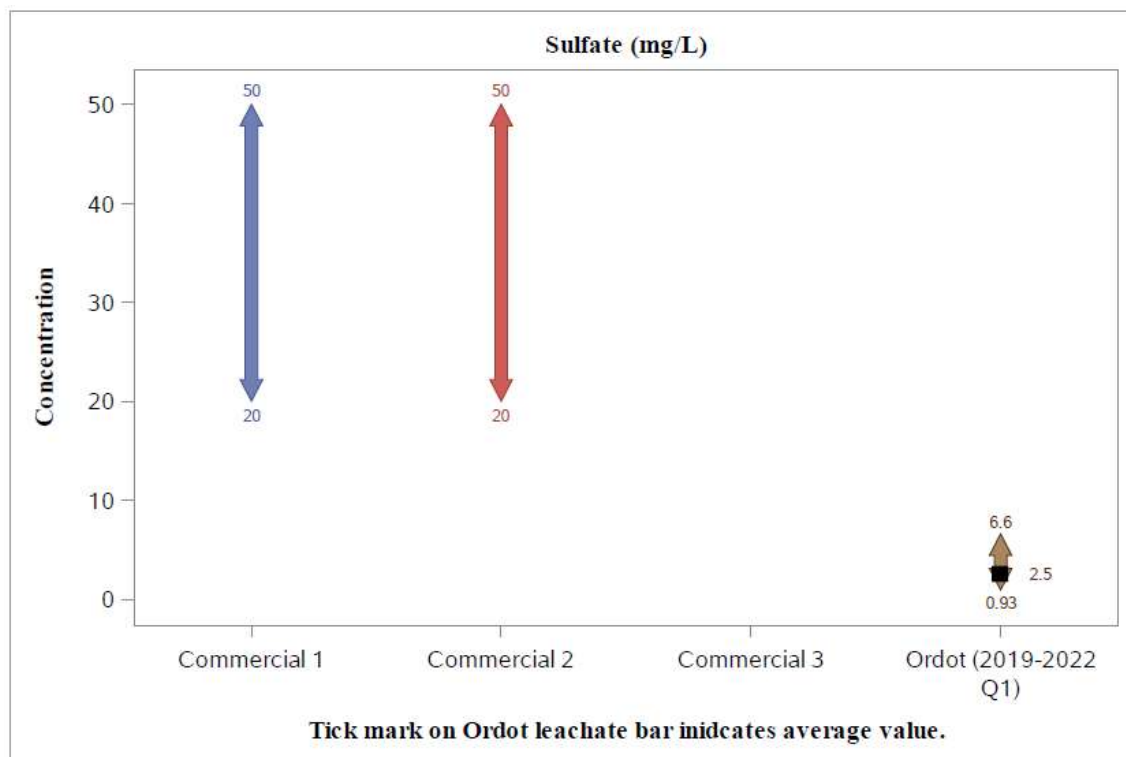
Typical concentrations of specific conductance were only available for the Commercial 1 facilities, which ranged from 300 to 1,000 microSiemens per centimeter ( $\mu\text{S}/\text{cm}$ ). Based on the presented comparison plot, specific conductance in the landfill leachate ranges slightly higher from 753 to 1,220  $\mu\text{S}/\text{cm}$ .





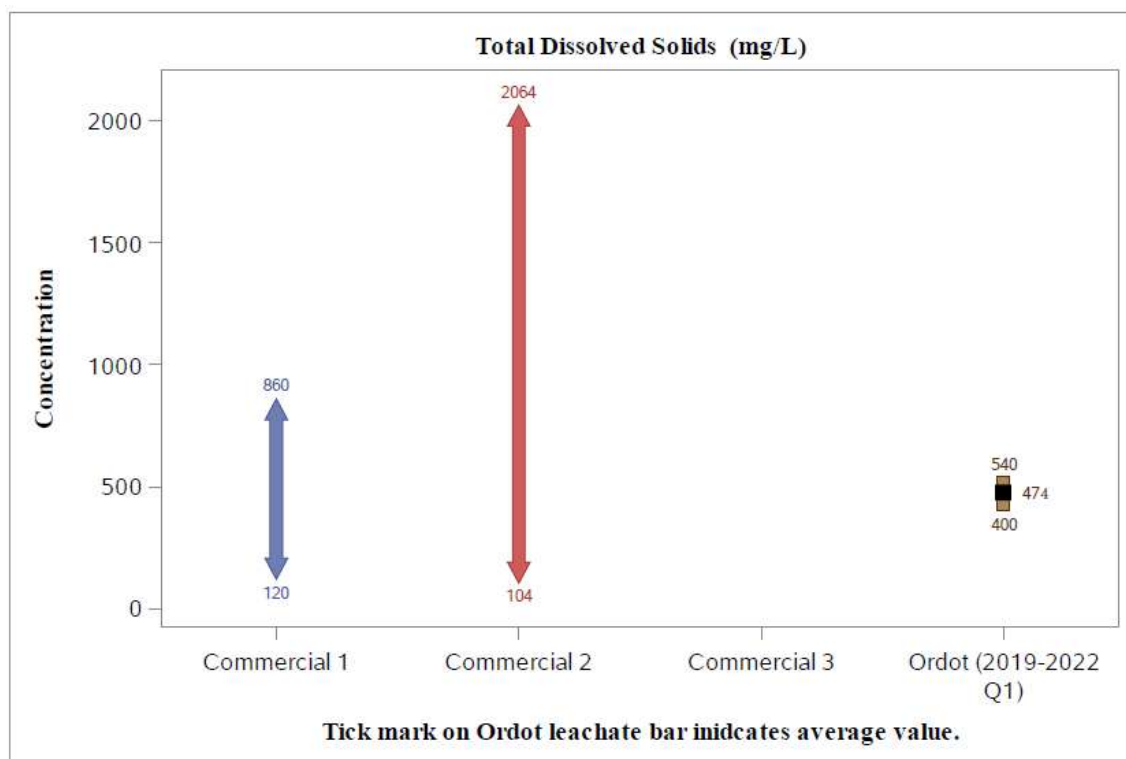
## 6.8 Sulfate

Typical concentrations of sulfate for Commercial 1 and 2 facilities range from 20 to 50 mg/L. No range is available for Commercial 3 facilities. As presented on the comparison plot, sulfate in the landfill leachate ranges from 0.93 to 6.6 mg/L which is lower than the ranges of both the commercial facility types presented.



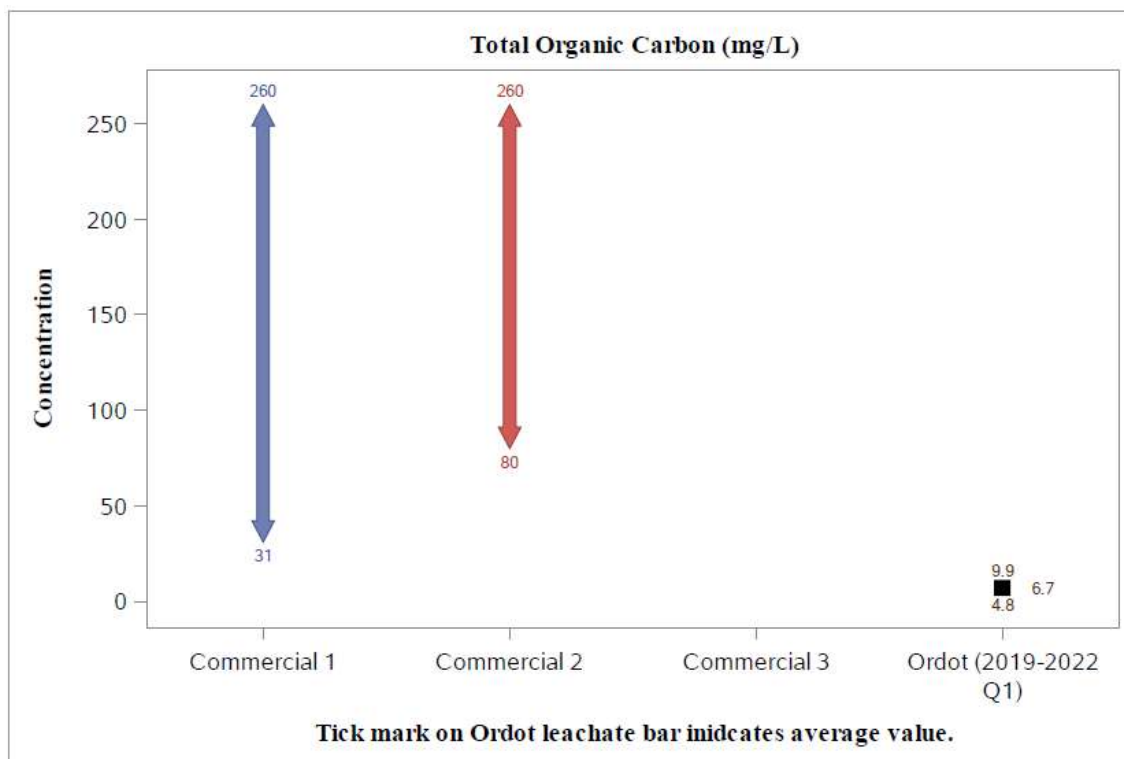
## 6.9 TDS

Typical concentrations of TDS for Commercial 1 facilities range from 120 to 860 mg/L and Commercial 2 facilities from 104 to 2,064 mg/L. No range is available for Commercial 3 facilities. Based on the presented comparison plot, TDS in the landfill leachate ranges from 400 to 540 mg/L which aligns more with the Commercial 1 TDS range.



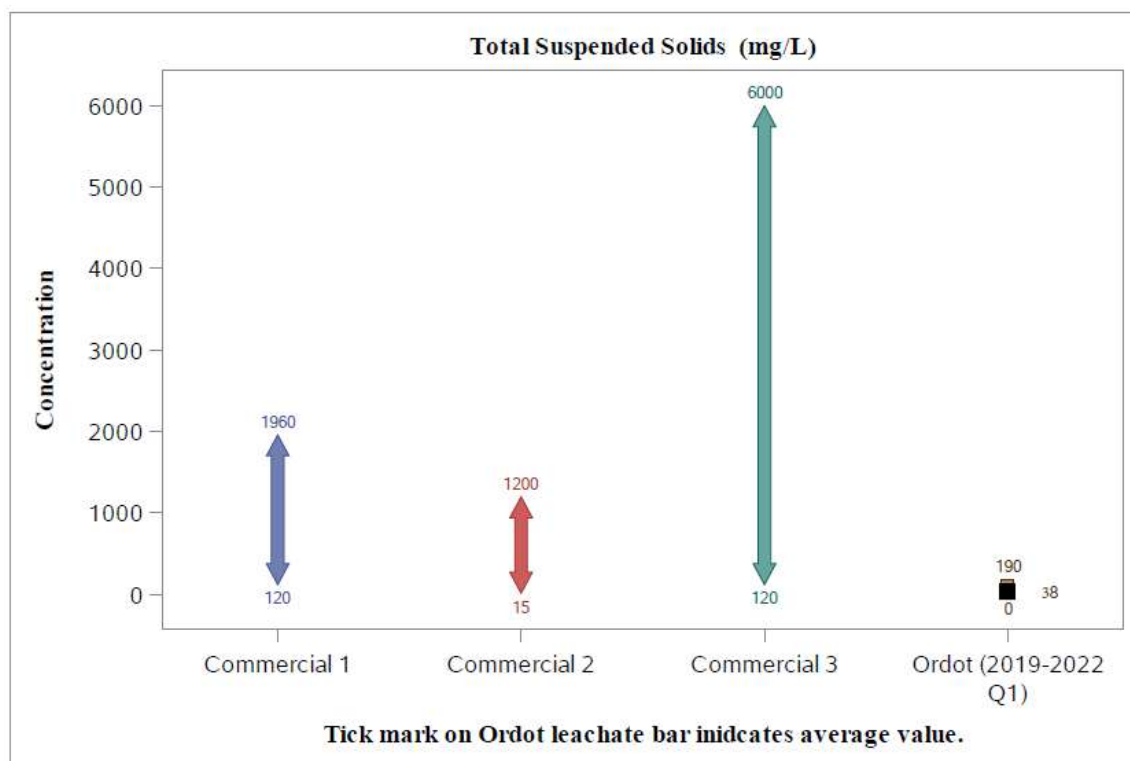
### 6.10 Total Organic Carbon:

Typical concentrations of TOC for Commercial 1 facilities range from 31 to 260 mg/L and Commercial 2 facilities from 80 to 260 mg/L. No range is available for Commercial 3 facilities. Based on the presented comparison plot, TOC in the landfill leachate ranges from 4.8 to 9.9 mg/L, which is below both of the commercial facility types presented.



## 6.11 TSS

Typical concentrations of TSS for Commercial 1 facilities range from 120 to 1,960 mg/L, Commercial 2 facilities from 15 to 1,200 mg/L, and Commercial 3 facilities from 120 to 6,000 mg/L. Based on the presented comparison plot, TSS in the landfill leachate ranges from 0 to 190 mg/L which is lower than the three commercial facility types.



## **7. SUMMARY**

In summary, the leachate that is currently discharged to the GWA Central Wastewater System and is conveyed to the Hagatna WWTP from the Ordof Facility most closely aligns with the Commercial 1 facility type data. This assessment is based on the plots of the GWA specified constituents that are required to be monitored in the leachate versus the available reference data ranges of Commercial 1, 2 and 3 type facilities. A majority of these compared constituents align with the Commercial 1 facility type data.

## 8. REFERENCES

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