



JOB ANNOUNCEMENT

The Guam Solid Waste Authority is establishing a list of qualified applicants for the position of:

Position Title: GENERAL MANAGER (Unclassified)	Announcement Number: GSWA020-002
SALARY: COMMENSURATE WITH EXPERIENCE MINIMUM: \$125,000 PER ANNUM	Open Date: August 19, 2020 Closing Date: Until Filled

The Guam Solid Waste Authority (GSWA) is searching for qualified individuals for the position of General Manager, a full-time position, using the qualification criteria below. Salary is negotiable starting at \$125,000.00 and will be commensurate with experience and qualifications.

Guam is a Territory of the United States. It is an island located in the Western Pacific Ocean; Guam is the southernmost and largest tropical island in the Mariana island chain and is also the largest island in Micronesia. Approximately 160,000 people live on Guam and the island is a tourist destination, mainly for visitors across Asia and Guam hosts several U.S. Military bases as well. Guam has easy access to many diverse locations such as Hong Kong, Japan, Taipei, Australia, and unique islands such as Palau and Yap.

MINIMUM QUALIFICATIONS:

The General Manager shall, at a minimum, possess the following qualifications:

- 1) combined minimum of six (6) years of documented experience successfully managing a solid waste management system of similar size as the GSWA system; and
- 2) graduation from an accredited institution of higher education with a Bachelor's degree in Business Management, Engineering Management, Engineering Technology or Civil Engineering.

JOB OVERVIEW: The General Manager is appointed by and serves at the pleasure of the GSWA Board. The ideal candidate will possess a management style that emphasizes participation, communication, collaboration, and team development. The ideal candidate will possess the ability to manage day-to-day operations, to prepare and administer a budget and accomplish needed priorities within established budget constraints. The General Manager will consistently look for ways to increase operational efficiencies, keep abreast of industry innovations, and advance cost-efficient post-consumer diversion. The General Manager must be an effective communicator with all stakeholders, and have proven ability to both establish and clearly communicate the short and long term goals of GSWA.

The General Manager shall have full charge and control of the construction, maintenance and day-to-day management of the works of GSWA operations. Additionally, applicants should demonstrate the knowledge, skills and abilities relative to the duties of the General Manager which include the

following:

- 1) To see that all rules and regulations of the Authority are enforced;
- 2) To attend all meetings of the Board and submit a general report of the affairs of the Authority;
- 3) To keep the Board advised as to the needs of the Authority and to approve demands for payment of obligations of the Authority within the purposes and amounts authorized by the Board;
- 4) To prepare or cause to be prepared all plans and specifications for the construction of the works of the Authority;
- 5) To devote his/her entire time to the business of the Authority; to select and appointment the employees of the Authority, and to plan, organize, coordinate and control the services of such employees in the exercise of the powers of the Authority under the general direction of the Board;
- 6) To cause to be published within ninety (90) days from the end of each fiscal year a financial report showing the result of operations for the preceding fiscal year and the financial status of the Authority on the last day thereof in the manner provided by the Board; and
- 7) To perform such other and additional duties as the Board may require.

COMPANYPROFILE: GSWA is an autonomous Public Corporation governed by the GSWA Board and subject to the regulations of the Guam Public Utilities Commission (GPUC). The GSWA is an appointed Board and consists of five (5) members. The GSWA is a component of the Government of Guam and currently comprised of approximately 57 employees who perform various work activities. GSWA performs weekly residential trash collection in an open market and has approximately 19,000 such customers a week. It also performs single stream recycling residential collection every other week. Both the trash and recycling are a cart based collection system using rear loading collection vehicles, running ten-hour shifts Monday through Thursday.

GSWA also collects bulky material from customers who make appointments with GSWA. Collections are scheduled Monday through Thursday.

GSWA operates three residential transfer stations or convenience centers where residents of Guam can drop off, for a fee, household trash and bulky material and, for no fee, recycling (mixed paper, OCC, plastics 1 & 2, and aluminum and bimetal cans). These facilities are operated Thursday through Monday from 9 am to 5 pm.

GSWA also has three contracted partners it works closely with. One partner owns, manages, and operates the Hauler Only Transfer Station. This facility consolidates the vast majority of GSWA's annual tonnage of approximately 94,000 tons. Commercial haulers and other accounts unload the material onto a tip floor and then consolidate the trash into a tractor trailer before hauling it to GSWA's Layon Landfill.

A second contracted partner manages and operates the new Layon Landfill. This is a Subtitle D landfill that was recently constructed using a double liner system. It opened in September 2011 and has a life expectancy of approximately 50 years using a total of ten cells on its 127 acre facility. The Layon Landfill is open Monday through Saturday.

At both the Hauler Only Transfer Station and the Layon Landfill, GSWA operates the scale houses and handles all billing of its customers.

On January 23, 2015, GSWA opened a new Household Hazardous Waste Facility (HHWF). The management and operations of the HHWF is contracted out to a private company. This operation is open from Thursday through Monday each week of the year.

GSWA also contracts out the maintenance for its fleet consisting of 11 rear packers, 4 roll off trucks, and

PAGE 3 GENERAL MANAGER (GSPA020-002)

numerous smaller collection and other vehicles to a private concern.

GSPA's customer service staff is made up of a supervisor and three customer service representatives who use a billing and work-order system called RAMS PRO designed by Alpine Technologies.

GSPA's administrative staff is made up of a supervisor and four employees who handle procurement, human resources, commercial billing and accounts payable.

Residential, government, and commercial customers are billed monthly. From October 1, 2018 through September 30, 2019, GSPA billed \$19,253,612 and collected \$19,278,372. GSPA has built-up a fund balance that as of September 30, 2019, had \$13 million. Current annual budget for GSPA is \$19,144,188.

HOW TO INQUIRE: Interested parties may contact Alicia Fejeran, Clerk to the GSPA Board of Directors, with any questions and to send in the Government of Guam job application and the GSPA supplemental questions, which are available at www.guamsolidwasteauthority.com/jobs.html, as well as a resume. Ms. Fejeran may be contacted at 671-647-4312 or 671-646-3111 Monday through Friday from 8 a.m. to 5 p.m. or emailed at alicia.fejeran@gspa.guam.gov.

DRUGSCREENING: All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.

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

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

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

Submission of completed job applications authorizes the GSPA to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job related sources from legal liability for the information provided.

POLICEANDCOURTCLEARANCE: Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to

admit any felony convictions may result in immediate disqualification or disciplinary action.

Chairperson, Board of Directors
GUAM SOLID WASTE AUTHORITY

WE ARE AN EQUAL OPPORTUNITY EMPLOYER