



JOB ANNOUNCEMENT

OPEN AND PROMOTIONAL COMPETITIVE
TO ESTABLISH A LIST FOR THE POSITION OF
(SUBJECT TO AVAILABILITY OF FUNDS)

MAINTENANCE WORKER (9.491)

ANNOUNCEMENT NO.:	GHC2017-03
OPENING DATE:	TUESDAY, AUGUST 01, 2017
CLOSING DATE:	MONDAY, AUGUST 14, 2017
PAY GRADE/SALARY:	OPEN: H-01; \$26,520 - H-07; \$33,150 Per Annum PROM: H-01; \$26,520 - H-18; \$46,742 Per Annum
DIVISION:	Rental

MINIMUM EXPERIENCE AND TRAINING:

- (a) Two years of experience in the maintenance and repair of building structures, machinery, plumbing, electrical wiring, and fixtures: or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

PLUS pursuant to *Title 4 GCA §4101(c)*: "All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job."

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid Guam driver's license and operation of a motor vehicle is required.

PURSUANT TO *Title 4 GCA §4203.3(a)*: "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 Guam Code Annotated, 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."

NATURE OF WORK IN THIS CLASS:

Performs skilled work involved in the maintenance and repair of building structures, machinery, electrical equipment and fixtures.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Repairs and maintains building structures, machinery, plumbing systems, electrical and mechanical equipment and fixture.

Replaces and repairs defective electrical components and fixtures; inspects, maintains and repairs machinery and mechanical equipment; measures, cuts, and installs pipes and tubing for water lines; repairs and replaces gauges, valves, pressure regulations and other plumbing equipment; opens clogged drains.

Cuts out and joins parts of worktables, benches, shelves, and other furnishings; builds sheds or other outbuildings; replaces and repairs brick and plaster wall.

Paints building woodwork, fixtures, machines or equipment to prevent corrosion.

Maintains building and grounds in clean and orderly condition.

Applies safe work practices on the job.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard principle, methods, practices, techniques, tools, and equipment used in the maintenance and repair of building structures, machinery, electrical, and mechanical equipment and fixtures.

Ability to apply safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to understand and follow oral and written instructions.

Skill in the maintenance and repair of building structures, machinery, electrical, and mechanical equipment and fixtures.

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EXAMINATION REQUIREMENTS: A written test is not required. When a written test is not required, applicants will be evaluated on a scale between 70.000 to 100.000 percent of their training, education and experience in relation to the minimum requirements of the position. A practical exercise may be required.

VETERANS PREFERENCE: Applicants claiming veterans preference credit are required to provide a copy of their DD Form 214 (Certificate of Release or Discharge from Active Duty). Those claiming Compensable Disability are required to provide a copy of a letter from the U.S. Department of Veterans Affairs, which specifically states your entitlement to civil service preference for a service connected disability.

DISABILITY PREFERENCE: Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification Form certified by the Director of the Department of Public Health & Social Services (does not apply to subsequent applications for employment in the government after separation).

EDUCATION: Applicants claiming educational degrees or credit hours are required to submit official or verified copies of transcripts, high school diploma, GED certification, or apprenticeship certification. Transcripts from university/college institutions outside of the U.S. must be accompanied by a comprehensive course-by-course evaluation of foreign educational credentials by a National Association of Credential Evaluation Services (NACES) member organization.

DRUG SCREENING TEST: Applicants selected for and offered employment with Guam Housing Corporation shall undergo and pass a mandatory drug test before being employed. The Guam Housing Corporation is in compliance with Department of Administration's Drug Free Workplace Program Operating Procedures. In addition, all government employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident of unsafe practice.

INTERVIEWING PROCEDURE:

A panel of interviewers designated by the President will conduct a personal interview.

Applicants will receive a "Notification of Certification/Interview Schedule" via postmark Air Mail to their last known address who are certified for interview from the Eligibility List. All applicants must contact the Administration Division to confirm their scheduled date and time of interview.

Applicants who are interested to be interviewed while off-island (regardless of duration of stay) must inform the Administration Division in writing of their temporary mailing address and/or telephone number where they may be contacted should there be a scheduled interview.

A personal interview, or interview by telephone (if off-island), will be scheduled by the appointing authority, or his designee, for all eligible referred via certification. Individuals with disabilities who require special accommodations should contact the Administration Division prior to any scheduled examinations or interviews.

PRE-ENTRY MEDICAL PHYSICAL EXAMINATION: If you are selected for this position, a pre-entry medical physical examination shall be required prior to initial appointment to the position to determine fitness for employment. The pre-entry medical physical examination is at the applicant's expense.

HOW AND WHERE TO APPLY: All interested applicants must complete a "Government of Guam - Employment Application-Form A" and submit to the Administration Division on or before 5:00 p.m., August 14, 2017. The Government of Guam Employment Application-Form A can be downloaded from the GUAM HOUSING CORPORATION website at www.guamhousing.org.

NOTE: Suitability Determination (Form A4): Your employment application will not be deemed complete unless the Suitability Determination form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answered "YES" you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Determination form if anything has occurred that would warrant updating your responses on your suitability form after you have submitted your application.

REQUIREMENTS of POLICE & COURT CLEARANCES, DRUG SCREENING TEST, and PRE-ENTRY MEDICAL PHYSICAL EXAMINATION: If you are selected for this position, your selection will be conditional pending submission of recent police and court clearances, taking and passing a drug screening test, and submittal of results on the pre-entry medical physical examination. You will have five (5) business days to submit police and court clearances that are no older than one (1) month from the date of your notification of selection. Off-island applicants must obtain clearances from their last place of residency. Police and court clearances are at the applicant's expense.

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

FOR MORE INFORMATION: Contact telephone number 647-4143 Ex. 140 or visit the Administration Division at the GUAM HOUSING CORPORATION Main Office, South Marine Corps Drive, Suite 514 ITC Building, Tamuning, Guam.



**CHRISTOPHER M. DUENAS
PRESIDENT**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. THERE SHALL BE NO DISCRIMINATION IN EMPLOYMENT AGAINST ANY PERSONS ON THE BASIS OF RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE CREED MARITAL STATUS, DISABILITY, OR POLITICAL AFFILIATION, EXCEPT FOR BONA FIDE OCCUPATIONAL QUALIFICATIONS OR LEGAL REQUIREMENTS.