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# ANNOUNCEMENT

February 01, 2022

## OPEN AND PROMOTIONAL EXAMINATION FOR THE FOLLOWING CLASS TO ESTABLISH A LIST OF ELIGIBLES (SUBJECT TO AVAILABILITY OF FUNDS):

*Announcement No.037-22*

Code No. Position Title

**10.147 REFRIGERATION MECHANIC SUPERVISOR**

Salary Range

Open: J-1, \$31,076.00 – J-07, \$38,845.00 Per Annum

Prom: J-1, \$31,076.00 – J-18, \$54,771.00 Per Annum

**Open Date:** February 4, 2022

**Closing Date:** February 17, 2022

**MINIMUM EXPERIENCE AND TRAINING:**

- a) Six years of experience in the installation, maintenance and repair of refrigeration equipment, including two years at the skilled level; or
- b) Any equivalent combination of experience and training which provides the minimum knowledges, abilities, and skills.

**QUALIFICATIONS REQUIRED:** Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

**NATURE OF WORK IN THIS CLASS:**

Supervises and participates in the installation, maintenance and repair of refrigeration equipment.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the standard principles, methods, practices, tools and equipment used in the installation, maintenance and repair of refrigeration equipment. Ability to supervise the work of others. Ability to make work decisions in accordance with appropriate policies and procedures. Ability to make time and material estimates. Ability to interpret and work directly from writing diagrams, specifications, and manuals. Ability to maintain records and prepare reports. Ability to enforce safe work practices on the job. Skill in the refrigeration mechanic trade.

**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.) Supervises and participates in the installation, maintenance and repair of refrigeration equipment. Establishes work schedules and priorities; makes decisions regarding the need for and extent of repairs to be made; makes time and material estimates; reviews work progress; inspects completed jobs. Implements agency policy for personnel, training and safety; recognizes unsafe conditions and plans work in accordance with accepted and recognized safety procedures and practices. Meets with officials regarding equipment and maintenance programs or problems. Ensures that refrigeration supplies and equipment are properly maintained. Performs related duties as required.

## 10.147 REFRIGERATION MECHANIC SUPERVISOR #037-22

### **EDUCATION:**

Applicants claiming degrees or credit hours are required to provide a copy of their college transcripts, high school diploma or GED certification.

### **VETERANS/ DISABILITY PREFERENCE:**

Applicants claiming veteran's preference points are required to provide a copy of the DD-214 (Military Discharge form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration. Applicants claiming disability preference should submit a Government of Guam Certification, Certified by the Director of Public Health and Social Services.

### **WORK ELIGIBILITY:**

Submission of completed job applications authorizes the University of Guam to seek and obtain regarding the applicant's suitability for employment. All factors which are job related may be investigated (e.g. 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.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal Law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

### **COVID-19 VACCINATION REQUIREMENT**

All University of Guam employees are required to present evidence of having been fully vaccinated against COVID-19 or obtain an approved accommodation. For more information, please contact the University of Guam Human Resources Office at 671-735-2350, or visit <https://www.uog.edu/covid-19>.

### **POLICE AND COURT CLEARANCE:**

Pursuant to Public Law No. 28-24 and Executive Order 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 associate with obtaining the clearances.

### **HOW TO APPLY:**

All applicants must submit an online job application through UOG's online employment portal system at <https://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

### **THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:**

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning applications of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY: (671) 735-2243, or to the Office of Civil Rights (OCR).

  
Joseph Gumataotao (Feb 4, 2022 09:15 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Acting Chief Human Resources Officer

REFRIGERATION MECHANIC SUPERVISOR 02/01/22  
Approved by Acting CHRO 02/01/22