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ANNOUNCEMENT

March 23, 2023

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

<i>Announcement No. 051-23</i>	
<u>Code No. Position Title</u>	
10.217 BUILDING MAINTENANCE SUPERVISOR	
<u>Salary Range:</u>	
Open: L-01 \$37,100.00 – L-07 \$46,375.00 Per Annum	<u>Opening Date:</u> March 23, 2023
Prom: L-01 \$37,100.00 – L-18 \$65,389.00 Per Annum	<u>Closing Date:</u> April 5, 2023

MINIMUM EXPERIENCE AND TRAINING:

- a) Six years of carpentry, plumbing, and electrical experience in the maintenance, alteration, and repair of buildings; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, 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 skilled carpentry, plumbing and electrical work involved in the maintenance, alteration and repair of buildings.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard methods, techniques, materials, tools and equipment of the carpentry, plumbing and electrical trades used in the maintenance, alteration and repair of buildings. Knowledge of the operational hazards and safety practices of the trade. Ability to supervise the work of others. Ability to make decisions in accordance with appropriate program guidelines. Ability to evaluate operational effectiveness and recommend changes to improve effectiveness. Ability to estimate time and material costs for work projects. Ability to interpret and work directly from blueprints, sketches, and diagrams. Ability to apply and enforce safe work practices on the job. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the carpentry, plumbing and electrical trades.

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 carpentry work involved in the maintenance, alteration, and repair of buildings and installation, alteration, maintenance and repair of plumbing and electrical system, appliances, fixtures, and related devices. Establishes work schedules and practices; makes decisions regarding need for and extent of repairs to be made. Directs the storage and maintenance of supplies and equipment and ensures they are maintained and available for work projects; orders supply, tools and equipment as needed. Estimates the time and material costs for work projects. Interprets and works directly from blueprints, sketches, and diagrams. Confers with administrators on building maintenance problems and programs. Applies and enforces safe work practices on the job. Maintains records and prepares reports. Implements agency policies for personnel, training, and safety of subordinates. Performs related duties as required.

EDUCATION:

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., unofficial transcripts, high school diploma, or GED certification) with an online job application through the UOG's online employment portal at <https://uog.peopleadmin.com>. Upon selection, the selected candidate will be required to submit an official transcripts to the University of Guam Human Resources Office.

10.217 BUILDING MAINTENANCE SUPERVISOR #051-23

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.

PREFERENTIAL HIRING STATUS:

As a recipient of an educational loan or merit scholarship, you are entitled to first offer of employment in accordance with Public Law 15-127 (notwithstanding any other laws which may supersede). To claim preferential hire, you must upload your eligibility letter from the University of Guam Financial Aid Office, along with your job application. Preference hiring is only awarded for initial employment. In addition, declining an offer will result in the removal of preferential hire status.

WORK ELIGIBILITY:

Submission of completed job applications authorizes the University of Guam 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.

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.

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 associated 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.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/safety-security/>.

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 (Mar 23, 2023 09:01 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Building Maintenance Supervisor 03/23/23
Approved by CHRO 03/23/23