



Eddie Baza Calvo  
Governor  
Ray Tenorio  
Lieutenant Governor

Government of Guam  
Department of Administration  
Human Resources Division



Christine W. Baletto  
Director

## Merit Opportunity Job Announcement

### DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of

## FIRE CAPTAIN

**AREA OF CONSIDERATION:** Guam Fire Department

**Announcement Number:** DOA 38-17

**Open:** November 16, 2016

**Close:** December 01, 2016

**Pay Grade:** OPEN: ML04-1; \$40,149.20 P/A – ML04-10; \$60,225.20 P/A  
PROMOTION: ML04-1; \$40,149.20 P/A – ML04-20; \$84,953.40 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 a and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit [www.ggrf.com](http://www.ggrf.com). For other inquires please visit Department of Administration website [www.doa.guam.gov](http://www.doa.guam.gov).

#### Who Can Apply

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above can apply. The appointing authority for the above department/agency has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1.

#### Qualification Requirements

Two (2) years of experience as a Fire Service Specialist and possession of an Associate's degree or equivalent credit hours in fire Science, Public Administration, or closely related field from an accredited institution; or Two (2) years and five (5) months of experience as a Fire Service Specialist and completion of forty-five (45) semester hours of college credits from an accredited institution; or Three (3) years and (6) months of experience as a Fire Service Specialist

#### Necessary Special Qualification

Must possess a valid Emergency Medical Technician (EMT-B) certification (10 GCA §72105.4). Must possess a valid driver's license. In addition to meeting the NSOs above, the following Certification below are required. [Note: All certifications listed below with the exception of the (NREMT) EMT (Basic) Certification must be from the National Board on Fire Service Professional Qualifications (ProBoard), or the International Fire Service Accreditation Congress (IFSAC) accredited: National Registry Medical Technician (NREMT) EMT (Basic) Certification, Hazardous Material Incident Commander, Fire Inspector I, Fire Instructor I and Fire officer II.

#### Nature of work

This is responsible supervisory work which involves directing and supervising a component, shift, fire station, or group of Fire Fighters; including equipment and apparatus contained within assigned company. Responsibilities also include directing and supervising assigned company's activities and performance. This is highly difficult technical work involving the training of Fire Suppression, Rescue Operations, and Emergency Medical Services personnel in the writing, interpreting, and enforcing of fire control laws within the Territory of Guam. Employees in this class work with considerable latitude in the exercise of independent judgment in conducting difficult rescue operations, inspections of complex occupancies, and interpret and apply; on a relatively high technical level, fire prevention regulations and procedures. Work is performed in accordance to established departmental policies and procedures. Work is reviewed for compliance with applicable laws, rules, regulations, policies, and procedures through conferences, inspections, and submission of reports. Work entails responsibility for the protection of life and property during emergencies and the performance of other related work during normal standby operations.

#### Illustrative Examples of Work

Responds with assigned company and directs its activities; as first arriving officer, the position is responsible for the initial size-up, adequacy of response, and the deployment of men and equipment until relieved by a superior officer. Investigates and generates reports regarding the nature and cause of fires, including reporting on damages incurred, property saved, and other pertinent information. Investigates fires to determine cause, factors influencing its spread, origin and necessary corrective measures to be taken. Plans, schedules, and directs assigned company's fire prevention programs such as inspection of public buildings for the purpose of detecting and recommending the immediate removal of possible fire hazards and the enforcement of other fire prevention and safety measures. Plans, schedules, and directs assigned company's training activities by conducting periodic fire drills and in-service training to personnel and may assist in directing training activities at the Fire Academy and fire stations. Plans, schedules, and directs assigned company's pre-fire planning by making periodic inspections of the various districts in order to become more familiar with the location of fire hydrants, sprinkler systems, standpipe connections, and the physical layout of buildings, etc. Supervises, coordinates, and participates in activities of pre-hospital emergency medical care providing intermediate life support services. Informs assigned company of department directives, orders, and policies; and ensures compliance. Inspects personnel and equipment to ensure conformance to standards and proper proficiency and readiness in emergencies, unusual circumstances, and special events. Inspects designated buildings, premises, and processes for conditions affecting the origin and spread of fires or explosions, inclusive of the impeding of egress and the maintenance of fire control systems and appliances. Receives and processes complaints from the public regarding various fire hazards. Conducts studies with regard to the efficiency and effectiveness of operating procedures and methods; submits recommendations for improvement through channels to the appropriate superior officer. Conducts research to originate or revise fire prevention laws, procedures, and equipment. Conducts certificate of fitness examinations with persons applying for explosive handler's permits. Acts as a consultant to the public with regard to fire safety measures to be implemented for either proposed facilities for construction or the rehabilitation of existing facilities. Provides technical assistance and advice to all department and bureau subdivisions. Trains and educates personnel from industrial, commercial, institutional, and government facilities in methods of basic fire suppression, prevention and first aid. Enforces statutes and other ordinances for the safe transportation of hazardous materials and safe blasting operations. Processes applications for fire permits, general approvals, and fire code variances. Processes permit applications for private fire hydrant systems. Coordinates Attorney General hearings and court cases regarding the violation of the Territorial Fire Prevention Code. Evaluates the need for installation and relocation of fire hydrants and mains. Maintains liaison with government and private institutions concerning fire protection and life safety matters of mutual responsibility and interest. Maintains files of all Fire Inspection Reports on industrial, commercial, government, and other occupancies. Maintains necessary records and reports. Performs related duties as required.

#### Knowledge, Abilities & Skills

Knowledge of contemporary principles, practices, and methods of fire administration, organization and operation. Knowledge of departmental operating procedures, rules and regulations. Knowledge of the technical aspects of fire suppression, prevention, rescue and ambulance operations. Knowledge of the principles of heat engineering, hydraulics, chemistry, and industrial production. Knowledge of the legal aspects of inspection work. Knowledge of first aid principles, practices, and techniques. Ability to effectively supervise subordinates. Ability to organize, assign, and direct work operations. Ability to perform technical and other highly complex surveys of businesses, large buildings, including handling technical matters in connection

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with the issuing of permits and licenses. Ability to perform engineering and research work which may include reviewing of building plans, considering code deviations, approving devices, and testing of devices and materials. Ability to develop and maintain a reference library; research problems which arise during inspections or the conducting of fire surveys and write and amend various fire codes. Ability to maintain charts and reports which would provide materials suitable for fire prevention education and aid in analyzing the work of assigned company. Ability to make sketches of buildings following standard fire protection plan notations. Skill in the use, operation, and care of fire suppression equipment and apparatus.

## **Minimum Educational Requirements**

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

## **Physical Fitness Qualification Test (PFQT)**

For informational purposes, Each agency employing Category 1 and Category 2 peace officers shall be responsible for the administration of the Physical Fitness Qualification Test (PFQT) shall meet a uniform minimum physical fitness standard in order to obtain and maintain their certificates from the P.O.S.T Commission. The PFQT standard shall be equivalent to the U.S. Air Force fitness test, as currently embodied in Air Force Instruction 36-2905, dated October 21, 2013, or as amended in accordance with Public Law 32-232."

## **Documentation Requirements**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1120.

## **Suitability Determination Form**

Your employment application will not be deemed completed 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 answer "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 form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

## **Prohibition Pursuant to P.L. 28-98**

No person convicted of a sex offense under the provision 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.

## **Examination Requirements**

A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

## **Interviewing Procedures**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his or her designee for all eligibles referred via certification.

## **Employment Medical Examination**

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

## **Work Eligibility**

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

## **Drug Screening**

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Tested Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

## **Police & Court Clearances Requirements**

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

## **Where to Apply**

Submit job applications at the Department of Administration, Human Resources Division 2<sup>nd</sup> floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.

## **For More Information**

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1120. In addition, job announcements and job application forms are accessible through the Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also, job applications can be downloaded from [www.gov.guamdocs.com](http://www.gov.guamdocs.com) or you can email to [doajobs@doa.guam.gov](mailto:doajobs@doa.guam.gov) for additional information.

  
For: SHANE G. L. NGATA  
PERSONNEL SERVICES ADMINISTRATOR  
HUMAN RESOURCES DIVISION