DEPARTMENT OF ADMINISTRATION
DIPATTAMENTON ATMENESTRASION
HUMAN RESOURCES DIVISION
(Dibision Inadilanto yan Guinaha Para Taotao)
Telephone (Tel/jon): (671) 475-1288/1103 • Fax (Faks): (671) 477-3671

Who Can Apply
Open to all government of Guam employees and the public.

Qualification Requirements
Four (4) years of carpentry, plumbing and electrical experience in the maintenance, alteration and repair of buildings; or
Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Nature of work
Performs skilled carpentry, plumbing and electrical work involved in the maintenance, alteration and repair of buildings and related structures.

Illustrative Examples of Work
Performs carpentry work involved in the maintenance, alteration, repair and restoration of buildings and related structures. Installs, alters, maintains and repairs plumbing and electrical systems, appliances, fixtures, and related devices. Estimates labor and material cost for work projects. Reads and works directly from blueprints, sketches and diagrams. Applies safe work practices on the job. Maintains work records. May assist painters in the application of paints on buildings, equipment and furniture. Performs related duties as required.

Knowledge, Abilities & Skills
Knowledge of the standard methods, techniques, materials, tools and equipment of the carpentry, plumbing and electrical trades and repair of buildings. Knowledge of shop mathematics. Knowledge of local plumbing and electrical codes. Ability to estimate cost for work projects. Ability to read and work directly from blueprints, sketches, and diagrams. Ability to apply safe work practices on the job. Ability to understand and follow oral and written instructions. Ability to maintain work records. Skill in the carpentry, plumbing and electrical trade.

Minimum Educational Requirements
All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

Documentation Requirements
To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact the Recruitment Branch at 475-1141/1120/1174.

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
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 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 Test Designated Positions (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 2nd 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 accommodation 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) 475-1141/1128. In addition, job announcements and employment application forms are accessible to download at Department of Administration’s website at www.hr.doa.guam.gov. For further information, you may email doaapoa@doaquam.gov.

For: MICHAEL W. SCHMIEP, Acting
ASSISTANT PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.