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HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of

ENGINEER II (CIVIL)

Announcement Number: DOA 118-21

Open: June 16, 2021 Continuous

GENERAL PAY PLAN (GPP)

OPEN: N-01; \$45,014 P/A –N-10; \$61,796 P/A

PROMOTION: N-01; \$45,014 P/A –N-18; \$79,338 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 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. For other inquires please visit Department of Administration website www.hr.doa.guam.gov

Application Submission

OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. EMPLOYMENT APPLICATION FORMS ARE ACCESSIBLE TO DOWNLOAD ON THE DEPARTMENT OF ADMINISTRATION'S WEBSITE AT WWW.HR.DOA.GUAM.GOV. PLEASE EMAIL YOUR APPLICATION(S) TO: DOAJOB@DOA.GUAM.GOV.

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Two (2) years of experience in the applicable field of engineering and graduation from a recognized college or university with a Bachelor's degree in the particular field of engineering; or

Current registration as a Professional Engineer by any state or territory of the United States; or

Two (2) years of experience in the applicable field of engineering and possession of a current Engineer-in-Training (EIT) certificate from any state or territory of the United States; or

Three (3) years of progressively responsible experience in the applicable field of engineering acquired under professional engineering supervision and graduation from a recognized college or university with an Associate's degree in the particular field of engineering; or

Two (2) years of experience in the applicable field of engineering and graduation from a recognized college or university with a Bachelor's or higher degree in engineering technology, physics, architecture or closely related field.

Nature of work

This is moderately complex professional civil, mechanical, electrical, telephone, traffic, environmental or architectural engineering work. Employees in this class perform moderately complex professional engineering work independently on an ongoing basis and participate in the field on more complex professional duties under closer supervision. Employees often serve as team or group leaders over less experienced professional and technical staff.

Illustrative Examples of Work:

Prepares roadway designs involving a variety of conflicting and moderately complex design features; resolves moderately complex problems and writes special specification and provisions; reviews design plans for technical, accuracy and completion. Coordinates and participates in the preparation of construction cost estimates. Formulates highway policies and procedures for administration of utility contracts; leads and participates in the review and approval of construction contract documentation; reviews and analyzes contract claims. Supervises and reviews construction projects and inspection work resolving moderately complex problems; confers with contractors on moderately complex problems; interprets, plans and specifications and develops and recommends change orders. Prepares designs, plans, estimates and specification for moderately complex projects concerned with construction or maintenance of structures such as buildings, roads, airports, bridges, harbors, channels, irrigation projects, pipelines, water and sewage system and disposal units. Prepares plans, estimates and specification describing location, character and cost of roads including necessary cuts, fill-ins, culverts and bridges. Performs materials research and complex, non-routine testing of soils, cements, aggregates, highway chemical, paints and bituminous materials. Analyzes and reviews technical material reports and reviews field material test reports. Performs complex structural steel inspection, conducts ultrasonic penetrant dye and other complex inspection work. Writes and reviews technical reports outlining research methodology, results conclusion and recommendation. Designs, builds and modifies specialized research equipment for use in field and laboratory studies. Reviews plans and specifications for conformance to established standards and the inspection of structures under construction or repairs. Reviews, analyzes and computes field data for construction crews; consults with public and private engineers, contractors and owners relative to construction and maintenance of sewers, streets and structures. Maintains records and reports. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles and practices of civil, mechanical, electrical, telephone, traffic, environmental or architectural engineering. Knowledge of a variety of construction materials, and their characteristics relating to engineering. Ability to apply local and national building or traffic safety regulatory codes. Ability to estimate building, labor and material costs. Ability to interpret and apply regulations, laws and ordinances pertaining to the engineering specialty. Ability to make computations and calculations involving the applications of engineering principles. Ability to prepare, interpret and utilize plans, designs and specifications. Ability to analyze and present technical data in clear, concise engineering reports. Ability to test the quality and suitability of new methods of construction and various types of materials. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records.

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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.

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

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. OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. PLEASE EMAIL YOUR EMPLOYMENT APPLICATIONS TO: doajobs@doa.guam.gov.**

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 doajobs@doa.guam.gov.


SHANE G.L. NGATA

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.