DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
(División Inadilanto yan Guinaha Para Taatoo)

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
Three (3) years of experience in the operation of equipment, including one (1) year in the operation of heavy equipment; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Necessary Special Qualifications
Possession of a valid chauffeur’s license.

Nature of Work
Leads and performs operation of light and moderately heavy equipment used in the construction and maintenance of public facilities.

Illustrative Examples of Work
Leads and operates light equipment and moderately heavy equipment used for construction and maintenance operations and projects. Estimates the time, materials and equipment needed for work projects. Insures that materials, tools, and equipment are properly maintained and that replacement parts are available. Operates equipment for complex and delicate tasks. Inspects, cleans, and services equipment; maintains, makes minor repairs and reports mechanical defects of equipment. Applies and enforces safe work practices on the job. Maintains work records and prepares reports. Performs related duties as required.

Knowledge, Abilities & Skills
Knowledge of standard methods and techniques used in the operation of light and moderately heavy equipment. Knowledge of traffic laws and safe driving practices. Ability to operate light and moderately heavy equipment for complex and delicate tasks. Ability to lead the work of others. Ability to estimate the time, materials, and equipment needed for work projects. Ability to insure that materials, tools, and equipment are properly maintained and that replacement parts are available. Ability to apply and enforce safe practices on the job. Ability to work effectively with the public and employees. Skill in the operation of light and moderately heavy equipment.

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
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 doajobs@doa.guam.gov.

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.