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DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

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(Dibision Inadilanto yan Guinaha Para Taotao)

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LOURDES A. LEON GUERRERO
Governor (Maga'håga)

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Lt. Governor (Sigundo Maga'låhi)

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **CAPITAL IMPROVEMENT PROJECT COORDINATOR**

Announcement Number: DOA 51-23

Open: April 14, 2023 Continuous

GENERAL PAY PLAN (GPP)

OPEN: N-01; \$54,918 P/A –N-10; \$75,392 P/A

PROMOTION: N-01; \$54,918 P/A –N-18; \$96,793 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

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Four (4) years of experience in building inspection, construction, construction management or related work and a bachelor's degree in business or public administration or related field; or

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

Nature of work

Coordinates capital improvement projects, programs and activities of seaport and other Government of Guam facilities.

Illustrative Examples of Work

Coordinates and participates in the planning, implementation and monitoring of capital improvement projects and related construction programs and activities. Monitors construction projects and work to insure compliance of construction plans, contract schedules, specifications and applicable regulations; insures that proper construction procedures are followed and materials conform to specifications; evaluates discrepancies and recommends appropriate corrective action. Participates with engineers, management contractors, and other appropriate personnel in the preparation of cost estimates, construction schedule, engineering designs, specifications and contract agreements. Reviews, identifies and recommends solutions to current and anticipated construction and maintenance problems of facilities. Maintains liaison with contractors, engineers and other officials. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the local and national building and safety regulatory codes. Knowledge of the materials, methods and techniques used in the construction trade. Knowledge of the principles and practices of construction management. Ability to plan, develop, implement and monitor capital improvement projects and related activities. Ability to make work decisions in accordance with pertinent laws, regulations, policies and other program guidelines. Ability to evaluate seaport and other Government of Guam facilities and maintenance operations and recommend appropriate improvements. Ability to communicate effectively orally and in writing. Ability to maintain records and prepare reports.

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.

CAPITAL IMPROVEMENT PROJECT COORDINATOR OPEN COMPETITIVE EXAMINATION

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 9:00 a.m. – 4:00 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 APPLICATION(S) 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.



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PERSONNEL SERVICES ADMINISTRATOR
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