



Government of Guam
 Department of Administration
 Human Resources Division
Job Announcement



Eddie Baza Calvo
 Governor
 Ray Tenorio
 Lieutenant
 Governor

Christine W. Baleta
 Director

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
GUAM VETERANS CEMETERY WORKER

Announcement Number: DOA 78-17 **Open:** January 26, 2017
Closed: February 16, 2017

Pay Grade: **OPEN:** H-01; \$26,520 P/A – H-07; \$31,150 P/A
PROMOTION: H-01; \$26,520 P/A – H-18; \$46,742 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 inquiries 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

Two (2) years of experience in the maintenance and repair of cemetery structures, machinery, electrical and mechanical equipment; *or*

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

Necessary Special Qualifications

Possession of a valid chauffeur's license.

Nature of work

This is semi-skilled work involved in the preparation and maintenance of gravesites and surrounding grounds at the Guam Veterans Cemetery.

Illustrative Examples of Work

Prepares gravesites in accordance to the National Cemetery Administration standards. Prepares committal shelters for services; arrange chairs and flowers; provide blankets as needed to ensure the comfort of mourners; raises and lowers flags; operates speaker system equipment. Transports caskets to gravesite utilizing a casket-lowering device; insert vault liners when necessary, lowers and covers caskets with sand and soil. Transport caskets to crypts utilizing a casket-lift device; insert caskets into crypt, mount and seal crypt cover. Prepares columbarium for urn placement; removes cover and cleans niche; places urn into niche and reseal. Surveys burial sites to ensure proper alignment of graves and headstones; aligns and sets headstones and vault niches; and perform periodic re-alignment. Maintains cemetery grounds; sows and mows grass; trims weeds from around headstones, buildings and flower beds; applies fertilizers and herbicides; plants flowers, shrubs and trees; trim and prunes shrubs and trees. Removes debris from roads, parking lots, walkways and building entrances. Operates backhoe, dump truck, tractors, mowers, utility vehicles and various power equipment such as chainsaws, trimmers, and blowers. Cleans and maintains facilities. Perform basic preventive maintenance and minor maintenance repair on equipment and record servicing data and repairs. Applies safe work practices on the job. Provides assistance and information regarding cemetery operations, regulations and location of gravesites to veterans and their families, government officials, military personnel, veterans' organizations, civil groups, funeral directors and the public. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the standard principles, methods, practices, techniques, tools, and equipment used in the maintenance and repair of building structures, electrical, machinery, and mechanical equipment. Knowledge of the Guam Veterans Cemetery policies and procedures. Knowledge of landscaping, including methods of soil preservation. Knowledge of grounds keeping methods and practices. Knowledge of turf management processes to include fertilizer, pesticides and herbicides. Knowledge of industrial safety practices. Knowledge of cemetery operations relating to burial preparations, procedures, and services. Knowledge of bereavement process. Ability to operate light, large and heavy equipment. Ability to operate grounds maintenance equipment. Ability to utilize survey transit and related equipment to align graves and headstones. Ability to apply herbicides, fertilizer and pesticides. Ability to perform routine preventive maintenance on equipment and mechanical equipment. Ability to perform minor maintenance repairs to facility structures. Ability to apply safe work practices. Ability to prepare reports and maintain records. Ability to establish and maintain working relationships with others. Ability to respond tactfully and appropriately to stress related behaviors. Ability to communicate effectively, orally and in writing. Ability to work outdoors in all weather conditions for long periods of time. Skill in the maintenance and repair of building structures, machinery, electrical, and mechanical equipment. Skill in the operation of light, large and heavy equipment.

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.

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.

GUAM VETERANS CEMETERY WORKER

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 475-1141/1128/1174

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.

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 eligible 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) 475-1141/1120. In addition, job announcements and job application forms are accessible through the Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or you can email to doajobs@doa.guam.gov for additional information.



For: 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.