



Government of Guam  
 Department of Administration  
 Human Resources Division  
**Job Announcement**



Lourdes A. Leon Guerrero  
 Governor  
 Joshua F. Tenorio  
 Lieutenant Governor

Edward M. Birn  
 Director  
 Edith C. Pangelinan  
 Deputy Director

**DEPARTMENTAL COMPETITIVE EXAMINATION**

To establish a list for the position of

**TRANSPORTATION MAINTENANCE SUPERINTENDENT**

**Area of Consideration:** DEPARTMENT OF PUBLIC WORKS

**Announcement Number:** DOA 17-19                      **Open:** March 15, 2019  
**Close:** March 28, 2019

**Pay Grade:**                      OPEN: O -01; \$49,897 P/A –O-10; \$68,498 P/A  
 PROMOTION: O -01; \$49,897 P/A –O-18; \$87,943 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](http://www.ggrf.com). For other inquires please visit Department of Administration website [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov)

**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**

Six (6) years of progressively responsible experience in the automotive and heavy construction equipment maintenance and repair work and three (3) years of supervisory experience; or

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

**Nature of work**

Administers the programs and activities of the transportation maintenance operation.

**Illustrative Examples of Work**

Administers the programs and activities of the transportation maintenance operation. Establishes work schedules and priorities; directs the inspection and testing of automotive and construction equipment; makes decisions regarding need for an extent of repairs to be made; determines if equipment should be repaired or replaced. Supervises the maintenance of records of fuel, repairs and operating expenses of government equipment; forecasts material and equipment needs and approves requisitions; provides technical estimates of time and material costs of work projects; formulates equipment and material specifications as needed. Consults with and advises administrative and operating officials regarding transportation and repair services. Directs the study of policy, organization, methods and procedures and develops recommendations for improvement, affecting the economy, efficiency, and quality of operations and functions. Prepares and analyzes reports and answers correspondence; maintains property inventory as well as maintenance, supply and personnel records; prepares operational budget. Performs related duties as required.

**Knowledge, Abilities & Skills**

Knowledge of the standard practices, methods, tools and equipment used in automotive equipment maintenance and repair work. Knowledge of the principals of internal combustion and diesel engines and accessories. Knowledge of the occupational hazards and safety precautions of automotive maintenance and repair work. Ability to administer the programs and activities of the transportation maintenance operation. Ability to make decisions in accordance with appropriate program guidelines. Ability to evaluate operational effectiveness and recommend or implement changes in policies and procedures to improve effectiveness. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

**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.

**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 475-1141/1128/1120

**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 you 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.

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# TRANSPORTATION MAINTENANCE SUPERINTENDENT

## (DEPARTMENTAL)

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### **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**

Written test 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.

### **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 2<sup>nd</sup> 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 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also, job applications can be downloaded from [www.govguamdocs.com](http://www.govguamdocs.com) or email to [doajobs@doa.guam.gov](mailto:doajobs@doa.guam.gov)

  
For: SHANE G. INGATA  
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.**