



GOVERNMENT OF GUÅHAN
(GUBETNAMENTON GUÅHAN)

DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)

HUMAN RESOURCES DIVISION
(Dibision Inadilanto Yan Guinaha Para Taotao)

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DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of
REFRIGERATION MECHANIC II
Announcement Number: DOA 92-19

Area of Consideration: DEPARTMENT OF PUBLIC WORKS

Open: July 29, 2019 Close: August 9, 2019

GENERAL PAY PLAN (GPP)
OPEN: I-01; \$28,595 P/A –I-10; \$39,255 P/A
PROMOTION: I-01; \$28,595 P/A –I-18; \$50,399 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.gqrf.com. For other inquiries please visit Department of Administration website 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

Four (4) years of experience in the installation, maintenance and repair of refrigeration equipment; or

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

Nature of work

Performs skilled refrigeration work in the installation, maintenance and repair of refrigeration equipment. Employees in this class perform the full range of skilled tasks under general supervision and may lead less skilled workers on assigned tasks.

Illustrative Examples of Work

Installs, maintains and repairs refrigerators, air conditioners, and water cooling systems according to blueprints and engineering specifications; determines proper placement of structural and functional components; drills holes and installs mounting brackets and hangers into floor and walls of building; lifts and aligns components. Assembles structural and functional components, such as motors, controls, switches, gauges, wiring harnesses, valves, pumps, compressors, condensers, cores and pipes by screwing, bolting, riveting, welding, and brazing; cuts, threads, and connects pipe to functional components and water or power system; pumps specified fluid into system. Starts system; observes operation; reads gauges and instruments; and adjusts mechanisms such as valves, controls and pumps to control level of fluid pressure and temperature in system; dismantles malfunctioning systems and tests components; replaces or adjusts defective or worn out parts to repair systems. May insulate cabinets of systems. May install wiring to connect components to electric power source. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the principles, methods, practices, tools and equipment used in the installation, maintenance and repair of refrigeration equipment. Ability to read, interpret and work directly from wiring diagrams, specifications, and manuals. Ability to take and record readings from thermometers, gauges. Ability to perform arduous physical tasks including heavy lifting and working in strained and awkward positions. Ability to understand and follow written and oral instructions. Ability to apply safe work practices. Skill in the refrigeration mechanic trade.

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

**REFRIGERATION MECHANIC II
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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.

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 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.


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.