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DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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LOURDES A. LEON GUERRERO
Governor (Maga'håga)

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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **BUILDING INSPECTION & PERMITS ADMINISTRATOR** Announcement Number: DOA 138-20

Open: October 27, 2020 Close: November 18, 2020

GENERAL PAY PLAN (GPP)

OPEN: Q-01; \$60,482 P/A –Q-10; \$83,029 P/A

PROMOTION: Q-01; \$60,482 P/A –Q-18; \$106,599 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

COVID-19 Application Submission

DUE TO THE GOVERNOR'S "STAY-AT-HOME" ORDER, OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. EMPLOYMENT APPLICATION FORMS ARE ACCESSIBLE TO DOWNLOAD ON THE DEPARTMENT OF ADMINISTRATION'S WEBSITE AT WWW.HR.DOA.GUAM.GOV. PLEASE EMAIL YOUR APPLICATION(S) TO: DOAJOB@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 work; one (1) year of supervisory work; and graduation from a recognized college or university with a Bachelor's degree in engineering, construction or industrial technology or related fields; or

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

Nature of work

Plans and administers the building inspection and permits program of the Department of Public Works.

Illustrative Examples of Work

Plans and directs the enforcement of building laws and regulations governing the construction of all public and private buildings in the Territory; Directs the processing of all building permits and licenses, insuring compliance with established laws and other program requirements; Directs the on-site inspection of construction, repair, addition, renovation and/or demolition of buildings for compliance with the governing local and federal building laws and regulations; Reports on the status of all existing, ongoing and proposed public and private building activities in the Territory; submits finding of facts and recommendations on unsafe and dangerous buildings for corrective enforcement action; Reviews and evaluates the design, plans and programs with the corresponding specifications, valuation and other necessary building documents of projects; and insures their proper construction and maintenance; Undertakes continuing research on building materials, design and methods of construction and implements/recommends appropriate changes in program requirements conform to current construction materials, practices and techniques; Coordinates with other governmental officials and agencies in the various aspects of construction planning, development and enforcement ; Prepares the division's budget request and required reports; Formulates, implements and recommends administrative and operating policies and procedures. Plans and implements training programs for the inspectors to keep abreast with the current construction laws and developments in the field of building construction.

Knowledge, Abilities & Skills

Knowledge of construction practices, methods, techniques, materials and equipment; Knowledge of engineering methods and techniques; Knowledge of safety requirements and practices in construction work; Knowledge of the principles and practices of public administration; Ability to plan and direct a comprehensive building inspection and permits program having territorial-wide coverage; Ability to learn, interpret and apply pertinent building laws, regulations and other program guidelines; ability to read and interpret engineering and architectural plans and specifications for construction control purposes; ability to direct the enforcement of construction regulations and requirements with firmness, tact and impartiality; ability to formulate and enforce building inspection policies and procedures; ability to evaluate program 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 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.

**BUILDING INSPECTION & PERMITS ADMINISTRATOR
OPEN COMPETITIVE EXAMINATION**

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 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. **DUE TO THE GOVERNOR'S "STAY-AT-HOME" ORDER, JOB ANNOUNCEMENT CLOSING DATES MAY BE SUBJECT TO CHANGE, AMENDED CLOSING DATES WILL BE ISSUED SHOULD ANY CHANGES BE MADE. PLEASE EMAIL YOUR EMPLOYMENT APPLICATIONS 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.


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.