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DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

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(Dibision Inadilanto yan Guinaha Para Taotao)

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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **ENGINEERING TECHNICIAN II** Announcement Number: DOA 29-21

Open: March 8, 2021 Close: March 26, 2021

GENERAL PAY PLAN (GPP)

OPEN: J-01; \$31,076 P/A –J-10; \$42,661 P/A

PROMOTION: J-01; \$31,076 P/A –J-18; \$54,771 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

Application Submission

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

Three (3) years of experience in sub-professional engineering and/or drafting work and graduation from high school supplemented by courses in drafting or surveying and mathematics; or

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

Nature of work

This is complex technical engineering or surveying work. Employees in this class perform the full range of complex technical engineering or surveying duties including independent work on specialized areas. Employees often serve as team or group leaders over less experienced technical staff.

Illustrative Examples of Work

Leads and performs complex drafting, computational and design duties in the preparation of plans and specifications for street paving, sewer and water construction and other engineering projects; performs technical work in the design of drainage systems, water distribution systems and similarly related engineering projects. Inspects installation of water and sewer mains or other construction projects to insure compliance with plans and specifications. Checks, analyzes, reduces and uses survey and other field data, adapting and transferring such material to maps, profiles, cross-sections, drafts or other compilation forms. Applies analytical processes and mathematical techniques to photographs and imagery obtained by aerial or ground surveys to make topographic maps and to measure and interpret the natural and manmade features of an area. Computes, prepares, reviews and checks costs estimates, contracts, plans, specifications, bids, vouchers, drawings and similar forms of data for accuracy and compliance with well defined standard or procedures. Runs lines of level or traverse with level or transit and sketches topography along such lines. Coordinates with contractor's personnel for completion of projects. Solves practical problem encountered in fields of specialization such as those concerned with development of electrical, telephone, mechanical environmental, civil, architecture, and traffic engineering work. Measures immense areas of land, sea, or space, taking into account the earth's curvature and its geophysical characteristic. Determines the elevations, depressions, and contours of an area; indicates the location distinguishing surface features. Designs and draws sub-professional plans for the construction, repair or correction of island-wide power system on telephone systems, transmission and distribution lines and other electrical or telephone work facilities. Locates boundaries of a particular tract of land, prepares map, records plots of the land and prepares legal descriptions of it for deeds, leases and other documents. Conducts field inspection for the purpose of obtaining measurements and other essential data to complete engineering drawing and projects specification. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the basic principles and practices of engineering as applied to drafting and design work. Knowledge of the principles and practices of land surveying. Knowledge of the policies, procedures and practices of departmental standards concerning inspection and material testing. Ability to lead the work of others. Ability to perform complex drafting, computational and design work. Ability to perform inspections of construction projects. Ability to keep survey notes and write reports. Ability to translate survey notes into maps, plans, profiles, cross-sections and legal descriptions. Ability to work effectively with the public and employees. Ability to maintain records and prepare reports. Skill in the use and care of surveying and drafting equipment and instruments.

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.

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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. **OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. 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.