



EDWARD M. BIRN  
Director (Direktot)  
ELIZABETH T. FISHER

Deputy Director (Sigundo Direktot)

# DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

Telephone (Telifon): (671) 475-1128/1141 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO  
Governor (Maga'hága)

JOSHUA F. TENORIO  
Lt. Governor (Sigundo Maga'láhi)

## DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of

### FIRE CAPTAIN

Announcement Number: DOA 127-23

Area of Consideration: GUAM FIRE DEPARTMENT

Open: September 15, 2023 Close: September 29, 2023

#### LAW ENFORCEMENT PAY PLAN

OPEN: ML21-01; \$47,376 P/A –ML21-10; \$71,066 P/A

PROMOTION: ML21-01; \$47,376 P/A –ML21-20; \$100,245 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

Two (2) years of experience as a Fire Service Specialist and possession of an Associate's degree or equivalent credit hours in Fire Science, Public Administration, or closely related field from an accredited institution; or

Two (2) years and five (5) months of experience as a Fires Service Specialist and completion of forty-five (45) semester hours of college credits from an accredited institution; or

Three (3) years and six (6) months of experience as a Fire Service Specialist.

#### Necessary Special Qualification

Must possess a valid Emergency Medical Technician Basic (EMT-B) certification (10 GCA §72105.4). Must possess a valid driver's license. In addition to meeting the NSQs above, the following Certifications below are required. All certifications listed below with the exception of the (NREMT) EMT (Basic) Certification must be from the National Board on Fire Service Professional Qualifications (ProBoard), or the International Fire Service Accreditation Congress (IFSAC) accredited; [Note: Certifications obtained by other training entities can be accepted if the training entities are accredited by ProBoard and such certifications can be verified using the ProBoard website.] National Registry Emergency Medical Technician (NREMT) EMT (Basic) Certification, Hazardous Material Incident Commander, Fire Inspector I, Fire Instructor I and Fire Officer II.

#### Nature of work

This is responsible supervisory work which involves directing and supervising a component, shift, fire station, or group of Fire Fighters; including equipment and apparatus contained within assigned company. Responsibilities also include directing and supervising assigned company's activities and performance. This is highly difficult technical work involving the training of Fire Suppression, Rescue Operations, and Emergency Medical Services personnel in the writing, interpreting, and enforcing of fire control laws within the Territory of Guam.

#### Illustrative Examples of Work

Responds with assigned company and directs the activities; as first arriving officer, the position is responsible for the initial size-up, adequacy of responses, and the deployment of men and equipment until relieved by a superior officer. Investigates and generates reports regarding the nature and cause of fires, including reporting on damages incurred, property save, and other pertinent information. Investigates fires to determine cause, factors influencing its spread, origin and necessary corrective measures to be taken. Plans, schedules, and directs assigned company's fire prevention programs such as inspection of public buildings for the purpose of detecting and recommending the immediate removal of possible fire hazards and the enforcement of other fire prevention and safety measures. Plans, schedules, and directs assigned company's training activities by conducting periodic fire drills and in-service training to personnel and may assist in directing training activities at the Fire Academy and fire stations. Plans, schedules, and directs assigned company's pre-fire planning by making periodic inspections of the various districts in order to become more familiar with the location of fire hydrants, sprinkler systems, standpipe connections, and the physical layout of buildings, etc. Supervises, coordinates, and participates in activities of pre-hospital emergency medical care providing intermediate life support services. Informs assigned company of department directives, orders, and policies; and ensures compliance. Inspects personnel and equipment to ensure conformance to standards and proper proficiency and readiness in emergencies, unusual circumstances, and special events. Inspects personnel and equipment to ensure conformance to standards and proper proficiency and readiness in emergencies, unusual circumstances, and special events. Inspects designated buildings, premises, and processes for conditions affecting the origin and spread of fires or explosions, inclusive of the impeding of egress and the maintenance of fire control systems and appliances. Received and processes complaints from the public regarding various fire hazards. Conducts studies with regard to the efficiency and effectiveness of operating procedures and methods; submits recommendations for improvement through channels to the appropriate superior officer. Conducts studies with regard to the efficiency and effectiveness of operating procedures and methods; submits recommendations for improvement through channels to the appropriate superior officer. Conducts research to originate or revise fire prevention laws, procedures, and equipment. Conducts certificate of fitness examinations with persons applying for explosive handler's permits. Acts as a consultant to the public with regard to fire safety measures to be implemented for either proposed facilities for construction or the rehabilitation of existing facilities. Provides technical assistance and advice to all department and bureau subdivisions. Trains and educates personnel from industrial, commercial, institutional, and government facilities in methods of basic fire suppression, prevention and first aid. Enforces statutes and other ordinances for the safe transportation of hazardous materials and safe blasting operations. Processes applications for fire permits, general approvals, and fire code variances. Processes permit applications for private fire hydrant systems. Coordinates Attorney General Hearings and court cases regarding the violation of the Territorial Fire Prevention Code. Evaluates the need for installation and relocation of fire hydrants and mains. Maintains liaison with government and private institutions concerning fire protection and life safety matters of mutual responsibility and interest. Maintains files of all Fire Inspection Reports on industrial, commercial, government, and other occupancies. Maintains necessary records and reports. Performs related duties as required.

## FIRE CAPTAIN DEPARTMENTAL COMPETITIVE EXAMINATION

### **Knowledge, Abilities & Skills**

Knowledge of contemporary principles, practices, and methods of fire administration, organization, and operation. Knowledge of the technical aspects of fire suppression, prevention, rescue and ambulance operations. Knowledge of first aid principles. Ability to work effectively with the public and employees. Ability to react quickly and calmly in emergencies. Ability to understand and follow oral and written instructions. Ability to advise, instruct, and personally perform technical work in ones field of specialization. Ability to communicate effectively. Skill in the use, operation, and care of fire suppression equipment and apparatus.

### **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.

### **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 475-1128/1141.**

### **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. In addition, persons who have applied for, or are seeking reemployment/reappointment in the government and previously had a non-negative drug test result must meet certain conditions to be re-drug tested for employment. For more information, see **DOA Circular 2023-014** located under the heading, "DOA HR Circulars", on the Resources page of the following website: [www.hr.doa.guam.gov/resources](http://www.hr.doa.guam.gov/resources).

### **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 you 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 9:00 a.m. – 4:00 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 APPLICATION(S) TO: [DOAJOB@DOA.GUAM.GOV](mailto:DOAJOB@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](http://www.hr.doa.guam.gov). For further information, you may email [doajobs@doa.guam.gov](mailto:doajobs@doa.guam.gov).



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.**