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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 **FIRE SERVICE SPECIALIST** Announcement Number: DOA157-25

Area of Consideration: GUAM FIRE DEPARTMENT

Open: April 04, 2025 - Close: April 17, 2025

LAW ENFORCEMENT PAY PLAN

OPEN: LL21-01; \$43,811 P/A –LL21-10; \$65,717 P/A
PROMOTION: LL21-01; \$43,811 P/A –LL21-20; \$92,700 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

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 Fighter II and completion of thirty semester hours of college credits from an accredited institution; OR

Two (2) years and nine months of experience as a Fire Fighter II.

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 Operation, Driver/Operator of Fire Apparatus with a Fire Pump, Fire Instructor I and Fire Officer I.

Nature of work

This is complex fire suppression, prevention, rescue, and ambulance operations work in combating extinguishing, and preventing fires. Work involves duties of protecting life and property under relatively minimal direction and supervision. Employees in this class learn and participate in the operation of fire equipment and apparatus and perform hazardous tasks under emergency conditions which may require strenuous exertion under such handicaps as smoke, collapsed structures, intense heat, toxic environments, cramped surroundings, or under the possible threat of being infected with communicable diseases during ambulance operations. Specific orders and directions are given by the assigned Fire Captain; however, the work requires individual employees to show initiative and a thorough understanding of fire equipment and apparatus and rescue and ambulance methods and procedures.

Illustrative Examples of Work

Operates department vehicles to scenes of fires following predetermined routes or selects alternate routes when necessary. Operates pumps, foam generators, boom and ground sweep nozzles, and other similar equipment. Positions vehicles taking into consideration such factors as wind directions, sources of water, hazards from falling structures, etc.; determines proper pressure for the distances to be pumped and the number of lines being used. Conducts daily inspections of vehicles, including performing minor preventive maintenance. Assists in the general training and instruction of company personnel in the development of driving and pumping skills. Attends and actively participates in all drills and training sessions conducted by the department in fire suppression, prevention, rescue, and ambulance service operations. Participates in fire prevention inspections independently or with an engine company or ambulance unit and makes recommendations for correcting hazards. Performs pre-fire planning by physically going through structures to become familiar with the layout, nature and location of particular hazards, utility shutoff, and fixed fire prevention systems. Responds to fire alarms with assigned company; operates pumps, aerial ladders, and auxiliary equipment; lays and connects hoses; holds nozzles; directs fog or water streams; raises and climbs ladders; uses chemical extinguisher, bars, hooks, lines and other equipment. Ventilates burning buildings by opening windows and walls or by chopping holes in roofs and floors; removes persons from danger; holds life nets; administers first aid to injured persons; performs salvage operations such as throwing salvage covers, sweeping water, and removing debris. Administers emergency care by performing cardiopulmonary resuscitation (CPR) procedures on persons who go into cardiopulmonary arrest; establishes and maintains a person's airway for proper ventilation; treats persons for shock, burns, and lacerations; controls excessive bleeding on injured persons; applies bandages to protect wounds; splints fractures; provides proper care and movement of persons with fractured bones or dislocated joints. Relays instructions, orders, and information; gives location of alarms from dispatcher. Performs related duties as required.

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.

**FIRE SERVICE SPECIALIST
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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.

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 APPLICATION(S) TO: DOAJOB@DOA.GUAM.GOV**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128/1132. 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 doa.jobs@doa.guam.gov.



Appointing Authority

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.