



The Honorable
LOURDES A. LEON GUERRERO
Maga' Håga · Governor

The Honorable
JOSHUA F. TENORIO
Sigundo Maga' Låhi · Lieutenant Governor



VINCENT P. ARRIOLA

Director

LINDA J. IBANEZ

Deputy Director

ERNEST G. CANDOLETA, JR.

Deputy Director

06 MAR 2025
MEMORANDUM

To: Director, Department of Administration

Via: Human Resources Division

From: Director, Department of Public Works

Subject: **Request to Amend the Minimum Training and Experience for the Position of the Building Inspector I**

Buenas yan Hafa Adai!

The Department of Public Works (DPW) is requesting to amend the classification and specifications for the position of Building Inspector I. Currently the minimum training and experience for the Building Inspector I is **5 years of progressively responsible experience** in building construction trade.

The Section is staffed with only building inspectors II with the responsibility that involves inspecting, not only building structures, but plumbing, electrical, sewage, and air-conditioning systems; issuing violation notices to stop-orders, as well as signing and issuing construction and occupancy permits; review blueprints and building plans.

We are recruiting additional inspectors for the Building Inspection and Permits Section to meet its mandate and goals for the CIP Division. For the past three years, we attempted to recruit inspectors I, however, there are no qualified applicants due to not meeting the minimum training and experience qualification of 5 years of progressively responsible experience in building construction trade.

We have researched other Public Works job description in the U.S. mainland. We have discovered the following:

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1. AI Overview

Building Inspector I is ***an entry-level position*** responsible for conducting on-site inspections of new and existing buildings during construction phases to ensure compliance with local building codes, zoning regulations, and safety standards, primarily focusing on routine checks, reviewing plans, identifying minor violations, and documenting findings while reporting to a senior inspector; requiring a basic understanding of construction practices and building codes.

Education and Experience:

- ***High School diploma or equivalent;***
- Relevant training or certification in building inspection or construction practices;
- ***May require a few years of experience*** in construction or related field.

2. City of San Bruno, California

Building Inspector I. This is ***an entry-level class in the Building Inspector*** series that allows the employee to develop journey-level knowledge and skills. ***Initially, under immediate supervision***, employees perform inspection of more routine nature and learn City policies and specific methods and techniques of work. Employees may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualification of the higher-level class.

Education and Experience.

Building Inspector I. Graduation from high school or equivalent, ***plus two (2) years of experience*** in general construction or related fields ***or two (2) years of experience*** in municipal or jurisdictional building inspection experience, or a combination of both.

3. San Mateo, California

Distinguishing Characteristics. Building Inspector I - ***This is the entry level in the Building Inspector*** series. This class is distinguished from the Building Inspector II by the performance of the more routine and standardized tasks and duties assigned to positions within the series. Assignments are performed within the procedural framework established by higher level employees. ***Since this class is typically used as a training class, employees may have only limited or no directly related work experience.***

Supervision Received and Exercised Building Inspector I: Receives immediate supervision from the Inspection Supervisor or higher-level department personnel.

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Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of experience in the building construction field as a journey level plumber, electrician, carpenter, or related craftsperson.

Training: Equivalent to completion of the twelfth grade.

4. Hawaii

Minimum Qualifications

Education Requirement: **Graduation from high school. One year of any work experience** requiring the ability to read, comprehend and apply written directions or a high degree of verbal skill may be substituted for graduation from high school.

Specialized Experience: **Two (2) years experience** in the building construction trades which required the knowledge of building construction methods and materials, safety requirements and practices, inspection of the quality of the construction materials and workmanship, and the reading of plans and specifications.

5. Lewis County, Washington

Distinguishing Characteristics: This is the entry level in the Building Inspector series. Working under close supervision, incumbents inspect building construction sites, and have a basic knowledge of construction inspection policies and procedures.

Minimum Requirements. **High school diploma or G.E.D. equivalent. Two (2) years of field experience** in public works inspection and/or civil/municipal construction or two (2) years of post-high school education in a related field desired. This position is an underfill and can promote to Inspector II after two years of employment in the Building Inspector I position and meets or exceeds all criteria on the most recent annual evaluation.

Attached we are providing job descriptions for the above mention Public Works' locations, and DPW's revised PDQ Position Description Questionnaire for your perusal.

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Because of the difficulty in achieving qualified applicants meeting Public Works Guam minimum qualifications, I am therefore requesting your favorable approval in honoring this request to change the years of experience from 5 years to 2 years of experience for Building Inspector I meeting similar qualifications with other parts of Public Works within the United States.

Should you need any information, you may contact Marlene Tydingco (671) 649-3104 or email marlene.tydingco@dpw.guam.gov. *mtc*

Si Yu'os Ma'ase!


VINCENT P. ARRIOLA

Attachements



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) 475-1174/1201 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO
Governor (Maga'håga)

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

April 14, 2025

HRD No.: 25-071A

MEMORANDUM

To: Personnel Services Administrator, Human Resources Division

From: Personnel Specialist IV, Classification and Pay Branch

Subject: Notice of Proposed Amendment of Classification Specifications
RE: Building Inspector I

Buenas yan Hafa Adai! This memorandum is respectfully requesting approval to proceed with the proposed amendment of the Building Inspector I classification specifications as requested by the Director, Department of Public Works (DPW). DPW is requesting the change to the number of years of experience from five (5) years to two (2) years of progressively responsible experience in the building construction trade to address the difficulty in receiving a limited number of qualified applicants for the position.

The Building Inspector I position is a shared position that may be utilized throughout the government of Guam. Notification of the proposed amendment was sent to various line agencies as well as autonomous agencies, for comments or possible adverse effects the amendment may have on their department/agency. No issues were identified with the amendment.

Classification also reviewed similar positions in various jurisdictions with the number of years of experience ranging from one (1) to three (3) years, depending on specific requirements of the position. As an alternative, we recommended to amend the number of years to three (3) years vice two (2), to prevent a direct impact to the overall Hay evaluation of the position, in which DPW agreed. The proposed amendment for the Building Inspector I position is as follows, with no change to the current pay grade:

Current Minimum Training and Experience:

- a) Five (5) years of progressively responsible experience in the building construction trade, including one (1) year at the skilled level and graduation from high school.
- b) Any equivalent combination of training and experience which provides the minimum knowledge, abilities and skills.

Proposed Amendment:

- a) Three (3) years progressively responsible experience in the building construction trade, including one (1) year at the skilled level and graduation from high school or attainment of a General Education Development (GED).
- b) Any equivalent combination of training and experience which provides the minimum knowledge, abilities and skills.


Upon approval of this request, the proposal will be posted on the Department of Administration's website for a period of ten (10) working days, with a copy of the proposal being forwarded to the requesting department to be posted on their website, pursuant to 4 GCA §6303(c)(2). Additionally, electronic copies will be provided to the various local media outlets to fulfill the transparency and disclosure requirements. After the 10-day period has expired, the proposed job specification will be sent to the Director and the Governor for final approval.

Your consideration of the above request is greatly appreciated. Should you have any questions, please do not hesitate to contact our Classification and Pay Branch at 475-1174/1201. ***Dangkolo na Agradesimiento!***



ROSEZETTE NT SANTOS

Attachments

<input checked="" type="checkbox"/> APPROVED
<input type="checkbox"/> DISAPPROVED

TONY C. AGUON, PSA Human Resources Division
Date: 4/11/25

NATURE OF WORK IN THIS CLASS:

This is moderately complex technical electrical, plumbing, mechanical and building inspection work.

Employees in this class performs moderately complex building inspection and enforcement work independently on an ongoing basis and participate in the full range of complex technical duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Conducts periodic on-site inspections of buildings while under construction; determines if construction is in compliance with zoning and building codes, approved plans and specifications and proper standard of materials and workmanship.

Reports violations of building and zoning codes; advises contractors as to changes needed to conform to standards; makes follow up inspections of construction sites to determine degree of compliance.

Recommends issuance of certificate of occupancy upon completion of final inspection of buildings.

Interprets and applies pertinent building codes and regulations.

Prepares reports of records of inspections.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of local and national uniform building codes and standards.

Knowledge of the materials, methods and techniques used in the building construction trade.

Ability to read and interpret building construction plans and specifications and to recognize deviations from such plans in the construction process.

Ability to enforce building codes and regulations with tact, firmness and impartiality.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

**BUILDING INSPECTOR I
(PROPOSED)**

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Ability to communicate effectively, both orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

- A. Three years of progressively responsible experience in the building construction trade, including one year at the skilled level and graduation from high school or attainment of a General Education Development (GED); or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid Guam driver's license.

ESTABLISHED: JULY 1980

AMENDED: APRIL 2025

PAYGRADE: J (GPP)

FLSA STATUS: NON-EXEMPT

HAY EVALUATION:	KNOW-HOW:	D I 1	132
	PROBLEM SOLVING:	D 3 29%	38
	ACCOUNTABILITY:	D N 3	<u>57</u>
	TOTAL POINTS		<u>227</u>

This standard revises and supersedes the standard established in July 1980.

EDWARD M. BIRN, Director
Department of Administration

LOURDES A. LEON GUERRERO
Governor of Guam

III. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department / agency. Mark (✓ or X) one box:			
<input type="checkbox"/> None	<input checked="" type="checkbox"/> Up to 15% of total working hours		
	<input type="checkbox"/> 15 - 50% of total working hours		<input type="checkbox"/> Over 50%
B. Outside your department / agency. Mark (✓ or X)			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours		
	<input type="checkbox"/> 15 - 50% of total working hours		<input checked="" type="checkbox"/> Over 50%

IV. SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the Mark (X or ✓) one correct response.

<input type="checkbox"/> Detailed and specific instructions / procedures received or followed for each assignment.
<input checked="" type="checkbox"/> General Supervision — Routine duties are performed with minimal supervision. Standard practices or procedures allowed employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
<input type="checkbox"/> Direction — Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
<input type="checkbox"/> General Direction — Receives very general guidance about overall objectives; work is usually quite independent of others, operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

V. SUPERVISION EXERCISED: The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
NONE		

VI. EQUIPMENT: List the equipment (pickup truck, welder, crane, etc.), office machines (office processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
PICKUP TRUCK	50%
REFERENCE CODES	10%
COPY AND FAX MACHINE	10%
CALCULATOR	9%
LADDER OR SCAFFOLDING	7%
TAPE MEASURE AND LEVEL	5%
COMPUTER \ TABLET	5%
PHONE	2%
CAMERA	2%
	----- 100%

VII. JOB REQUIREMENTS

Mark (✓ or X) here if job holder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

A. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

1. WORK EXPERIENCE: List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (✓ or X) "No work experience required."
 No work experience is required.

General: Two (2) years experience in inspection or the construction trades, or any equivalent combination of education and experience.

Specialized:

Supervisor / Management:

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

2. FORM EDUCATION OR TRAINING:
Mark (✓ or X) "the most applicable education level required."

a. Below High School — Show Number of Years

b. High School Graduation / GED

c. Vocational / Technical School

Show specific training that is required by this position.

d. Some College

Show number of Semester Hours _____ or Quarter Hours _____

Show specific courses required by the essential functions of this job.

e. College Degree (Show major area of study required.)

Associate's: _____

Bachelor's: _____

Master's: _____

Beyond Masters: _____

3. CRITICAL SKILLS / EXPERTISE:	List specialized skills or specialization needed to perform essential functions.
4. LICENSE, REGISTRATION OR CERTIFICATION:	List possession of required, professional registration / certification needed to perform essential functions. Must have a valid Guam Driver License.

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:

1. Mark (✓ or X) the most appropriate physical requirement(s) for the job.	
<input checked="" type="checkbox"/> Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
<input checked="" type="checkbox"/> Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
<input checked="" type="checkbox"/> Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time.
<input checked="" type="checkbox"/> Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
<input checked="" type="checkbox"/> Lifting	Employee is required to raise or lower objects from one level to another regularly.
<input type="checkbox"/> Pulling and/or Pushing	The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee.
<input checked="" type="checkbox"/> Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
<input checked="" type="checkbox"/> Reaching	The employee is regularly required to use the hands and arms to reach for objects.
<input checked="" type="checkbox"/> Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
<input type="checkbox"/> Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
<input checked="" type="checkbox"/> Speaking	The job requires expressing ideas by the spoken word.
<input checked="" type="checkbox"/> Listening	The job requires the perception of speech or the nature of sounds of air.
<input checked="" type="checkbox"/> Other	Describe the requirement. <u>The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.</u>
2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.	
<input checked="" type="checkbox"/> General Intelligence (typical requirement for machine operators, office staff, etc.)	
<input type="checkbox"/> Motor Coordination Skills (Typical for automotive mechanic, painter, etc.)	
<input type="checkbox"/> Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)	
<input checked="" type="checkbox"/> Verbal Intelligence (typical for counselors, customer service representatives, etc.)	
<input checked="" type="checkbox"/> Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)	

[] Other

3. The job's most appropriate work environment and the weather exposure.

Show what percent of a typical workday is spent. (Select one response only)

- 30 % Indoors in a comfortable temperature-controlled environment (for instance, in an office).
 % Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)
70 % Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
 % Outdoors but in an enclosed vehicle protected from extreme weather conditions.

4. Other physical working conditions

[] Mark (✓ or X) if none of the following is applicable

Show what percent of a typical workday this position is exposed to:

- % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).
 % Vibration (i.e., operating jackhammer, impact wrench).
50 % Noise (Exposure at a level enough to cause hearing loss or fatigue). Moderate to loud in the field.
 % An improperly illuminated or awkward and confining work space.
50 % Working above ground level where the chance of falling exists (i.e., ladders, rooftops, bucket trucks, scaffolding).
 % Lifting or carrying items or objects. Describe item/object and weight:
 % Heat. Describe source and degree of high temperature.
 % Cold. Describe source and degree of cold temperature.
 % Other hazards. Describe:

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

[x] Mark (✓ or X) if none of the following is applicable

CONDITION	FREQUENCY OF EXPOSURE

C. WORK SCHEDULE / HOURS

Mark (✓ or X) the most appropriate work schedule / hours for the job.

Regular — Standard Eight (8) hours daily, Monday — Friday

Irregular — Shift work — A 24-hour work operation.

Regular / Irregular — Overtime hours **with** overtime pay entitlement

State Purpose and Total Hours required per pay period.

Regular / Irregular — Overtime hours **without** overtime pay entitlement

State Purpose and Total Hours required per pay period.

The information given on this position is complete and correct.

N/A

Signature of Employee


Date

VIII. SUPERVISOR'S REVIEW

A. IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor

a.	<p>(1) Has the employee correctly stated his or her official payroll position title? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(2) If not, what is the correct title?</p>								
b.	<p>(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(2) If not, what additions, deletions or corrections should be made? (Refer to block and page)</p> <p>_____</p> <p>_____</p> <p>_____</p>								
c.	<p>What positions under your supervision perform the same essential functions. Give name and title:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: center; border-bottom: 1px solid black;"><u>Name</u></th> <th style="width: 40%; text-align: center; border-bottom: 1px solid black;"><u>Title</u></th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> </tbody> </table>	<u>Name</u>	<u>Title</u>						
<u>Name</u>	<u>Title</u>								
d.	<p>Does this position require (mark one)</p> <p><input checked="" type="checkbox"/> Immediate supervision on a regular basis,</p> <p><input type="checkbox"/> Immediate supervision only for new/complex tasks, or</p> <p><input type="checkbox"/> Little immediate supervision.</p>								
e.	<p>Does the employee participate in (mark those appropriate) the</p> <p><input type="checkbox"/> Formulation, <input type="checkbox"/> Interpretation, and/or <input type="checkbox"/> Application of Agency/Department policy. Give examples:</p> <p>_____</p> <p>_____</p> <p>_____</p>								
f.	<p>The employee (mark one)</p> <p><input type="checkbox"/> Performs routine, well-defined tasks,</p> <p><input type="checkbox"/> Performs moderately complex tasks requiring moderate knowledge of Agency's/ Department's work; or</p> <p><input type="checkbox"/> Performs complex tasks requiring extensive knowledge of Agency's/Department's work.</p>								

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violation of such statutes or their implementing regulations.


 BENNY R. SAN NICOLAS, BUILDING
 INSPECTION & PERMITS ADMINISTRATOR (ACTING)

 Signature of Immediate Supervisor


 VINCENT P. ARRIOLA, DIRECTOR OF DPW

 Signature of Department/Agency Head

2-24-2025

 06 MAR 2025

Date

