PERSONNEL SERVICES DIVISION
GUAM DEPARTMENT OF EDUCATION
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November 10, 2009

An Equal Opportunity Employer

ANNOUNCEMENT
PSD-011-2010

The **Guam Department of Education** wishes to announce **OPEN/COMPETITIVE** and **PROMOTIONAL EXAMINATION** for the following class of position to **ESTABLISH A LIST:**

FACILITIES AND MAINTENANCE MANAGER (DOE) (10.965)

OPENING DATE: **November 10, 2009** **CLOSING DATE:** **CONTINUOUS**

SALARY: **Pay Grade Q**
Open: **Step 1-10, $40,352.00 - $60,528.00 Per Annum**
Promotional: **Step 1-20, $40,352.00 - $85,381.00 Per Annum**

DUTY: **Twelve (12) Months**

LOCATION: **FACILITIES & MAINTENANCE DIVISION**
Locally Funded

MINIMUM EXPERIENCE AND TRAINING:

(A) Six (6) years of progressively responsible experience in building construction and maintenance work and three (3) years of supervisor work; or

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

EDUCATION REQUIREMENT:

Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 26-87, effective May 17, 2002, all future Government of Guam positions will require at the minimum, anyone of the following as a condition of eligibility for employment: (1) A High School Diploma; or (2) Successful completion of a General Education Development (GED) Test; or (3) Any equivalent completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job.

PROHIBITION: Pursuant to P.L. No. 28-98, "No person convicted of a sex offense under the provisions 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."

NATURE OF WORK IN THIS CLASS:

Administers the facilities and maintenance programs and activities of the Department of Education.

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.)*

Plans and administers the educational facilities and maintenance programs, including building and facilities maintenance, vehicles and equipment maintenance, grounds maintenance, and multi-media equipment maintenance.

Supervises major and emergency projects; prepares and administers Capital Improvements plans.

Enforces application of work safety measures and practices; conducts safety audits of departmental facilities.

Prepares and administers program budget and other administrative functions and requirements.

Applies accreditation standards and codes relative to the operation and maintenance of buildings and equipment.

Reviews and interprets facility drawings, specifications and blueprints; inspects and coordinates contracted projects to insure compliance with contract specifications.

Plans and administers the departmental energy conservation program.

Secures school property and equipment in preparation for and during emergencies.

Attends meetings concerning facilities and maintenance programs.

Maintains records and prepares reports.

Performs related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of supervision and program administration.

Knowledge of the standard methods, practices, tools and equipment used in building and equipment maintenance and repair work.

Knowledge of the occupational hazards and safety precautions of buildings and equipment maintenance and repair work.

Ability to administer educational facilities and maintenance programs.

Ability to make work decisions in accordance with laws, policies and other appropriate program guidelines.

Ability to interpret plans, specifications and blueprints.

Ability to make time and material costs estimates for major and minor maintenance and repair work.

Ability to evaluate educational facilities and maintenance operations and recommend/implement appropriate improvements to improve program effectiveness.

Ability to prepare and administer program budget and other administrative functions and requirements.

Ability to work effectively with employees and the public.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

EXAMINATION REQUIREMENTS:
A Written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

WORK ELIGIBILITY INFORMATION:
Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Department of Education, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- Certified Birth Certificate
- U.S. Passport
- Naturalization Card
- "Green Card" (For Immigrants)
- Government of Guam I.D. Card
- Original Social Security Card (not laminated)
- Other proof of work eligibility

PRE-EMPLOYMENT TUBERCULOSIS TESTING:
All applicants accepting employment with the Guam Department of Education are required to submit a-Tuberculosis Work Clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis Work Clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:
All applicants accepting employment with the Guam Department of Education must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:
Pursuant to Executive Order No. 95-29 and the Guam Department of Education, Personnel Rules and Regulations, all applicants selected for appointment in the Guam Department of Education, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

POLICE & COURT CLEARANCES:
Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants ***selected*** for employment are required to submit Police and Superior Court of Guam Clearances before commencement of employment.

APPLICATION DEADLINE:
Applications shall be submitted to the GDOE Personnel Services Division from 8:00 a.m. to 4:00 p.m., Monday through Friday except holidays. Completed applications with supporting documents must be received by the deadline.

APPLICATION SUBMISSION:
Interested applicants must submit a **GDOE "Application for Employment"** form to the **GUAM DEPARTMENT OF EDUCATION, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the **Guam Department of Education's website at www.gdoe.net**

FOR FURTHER INFORMATION:
Please call 475-0496 or come by and visit our office.

ANTONETTE MUÑA SANTOS
Assistant Administrator
Personnel Services Division

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