



JUDICIARY OF GUAM

Administrative Office of the Courts

Human Resources Office

Guam Judicial Center · 120 W O'Brien Drive · Hagatna, GU 96910
Telephone: (671)475-3399/3422/3239/3329 · Facsimile: (671) 477-3184



Katherine A. Maraman
Chief Justice

Alberto C. Lamorena III
Presiding Judge

John Q. Lizama
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

OPEN / PROMOTIONAL JOB ANNOUNCEMENT TO ESTABLISH A LIST OF CERTIFIED ELIGIBLES

POSITION TITLE:	ANNOUNCEMENT NO. 120-2018
FACILITIES MAINTENANCE AUDIO/ SECURITY SYSTEMS SUPERVISOR	TYPE OF ANNOUNCEMENT: FULL-TIME PERMANENT APPOINTMENT
DEPARTMENT: ADMINISTRATIVE OFFICE OF THE COURTS	APPLICATION WILL BE ACCEPTED FOR THE PERIOD:
DIVISION: PROCUREMENT & FACILITIES MANAGEMENT	
PAY GRADE: GPP-N-1 thru GPP-N-18	
SALARY: \$45,014.00 thru \$79,338.00	OPENS: APRIL 16, 2018 CLOSES: APRIL 27, 2018

NATURE OF WORK

This position maintains the Judiciary's audio visual, communications, security systems, and equipment. Duties include employee supervision and assigning work to building maintenance staff; performing journey-level systems maintenance; servicing and repairing facility communications; security and audio visual operating systems; development and maintenance of Facilities work order management module.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of technology, design, and construction requirements, including voice and data systems; integrated security systems; heating, ventilation and air conditioning (HVAC), plumbing, and mechanical installations; power, low voltage, and lighting systems; space requirements for public use buildings.
- Knowledge of security, fire alarm, access control, sound recording, closed circuit television, and video conferencing equipment servicing and installation.
- Knowledge of OSHA, Americans with Disabilities Act (ADA) laws, rules and regulations; local building codes, fire codes for public buildings; masonry, and general site conditions.
- Knowledge of principles and practices of public and court administration; basic contract law; and Judiciary Personnel Rules and Regulations.
- Knowledge of supervisory techniques, coaching, performance evaluations, hiring, training, and discipline.
- Ability to communicate effectively with a variety of individuals from construction workers to judicial officers and legislators.
- Ability to organize, maintain and update a variety of detailed and complex records.
- Ability to accurately read and understand architectural drawings and specifications in order to assist in planning, design and development of major facility construction projects.
- Ability to effectively manage time and resources; manage projects, including setting goals and objectives; develop and maintain public relations.
- Ability to communicate effectively, establish and maintain cooperative working relationships with employees, contract staff and a variety of customers.
- Ability to address and resolve facility related issues.
- Ability to prepare various reports and maintain a variety of records.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school or G.E.D. equivalent, plus five (5) years of progressively responsible work experience in planning, directing, and coordinating building construction, preventive maintenance, and facilities management, inclusive of one (1) year of supervisory experience.

RATING AND SELECTION FACTORS

Candidates will be considered and selected based on merit without discrimination because of age, disability, equal pay/compensation, genetic information, harassment, national origin, pregnancy, race/color, religion, retaliation, sex, sexual harassment and any other classification protected by law. Evaluation will be based on the candidate's education, experience, and training as evidenced in the submitted application for employment form.

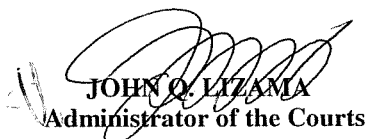
"The Judiciary of Guam is an equal opportunity provider and employer."

EXAMINATION REQUIREMENTS	A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of training, education and experience in relation to the minimum requirements of the position.
INTERVIEWING PROCEDURES	A personal interview or interview by telephone (if off-island) will be coordinated by the Human Resources Office for all eligible's referred via certification.
PROHIBITION PURSUANT TO P.L. 28-98	No person convicted of 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.
DRUG SCREENING	Applicants selected for employment with the Judiciary of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Testing Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.
WORK ELIGIBILITY	When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as a condition of employment.
EMPLOYMENT MEDICAL EXAMINATION	All applicants accepting employment must undergo a medical examination and be declared by a physician as capable of performing the duties of the position within six (6) months from date of hire.
VETERAN'S PREFERENCE	Applicants claiming veteran's preference are required to provide a copy of their DD-214 (military discharge form). Those claiming compensable disability are required to provide a copy of a letter from the Veteran's Administration.
DISABILITY PREFERENCE	Title 4 Guam Code Annotated §4104 provides for five (5) preferential points for applicants who are residents of Guam and are physically or mentally impaired, but are physically and mentally able to perform efficiently and safely the duties of the job being applied for. Applicants claiming points for disability preference must submit a Certification of Disability from the Department of Integrated Services for Individuals with Disabilities, Division of Vocational Rehabilitation.
EDUCATION	All applicants must provide proof of acquired education by submitting a copy of his/her high school diploma or General Education Development (G.E.D.) or college diploma and/or official transcripts.
POLICE AND COURT CLERANCE REQUIREMENTS	Police and Court Clearances are required upon selection and conditional offer of employment.
WHERE TO APPLY	Applicants can obtain and must submit an " Application for Employment " form to : Human Resources Office, Judiciary of Guam, Guam Judicial Center, 120 West O'Brien Dr. Hagatna, Guam 96910. The Application for Employment form is also available on the Judiciary of Guam's website at www.guamcourts.org.
FOR MORE INFORMATION	For additional information, please call the Human Resources Office at 475-3399/3329/3422.

EQUAL EMPLOYMENT OPPORTUNITY

The Judiciary of Guam complies with the Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Individuals with disabilities requiring special accommodations or assistance should contact Ms. Linette M. Perez, Program Coordinator IV, at 475-3374 or via email at lperez@guamcourts.org prior to any scheduled examinations or interviews.

In accordance with the Judiciary's EEOP Utilization Report, as approved by the U.S. Department of Justice, Office for Civil Rights, applicants may obtain a copy of the Utilization Report from the EEO Office upon request.


JOHN Q. LIZAMA
Administrator of the Courts

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