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ANNOUNCEMENT

April 10, 2023

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 054-23

Position Title

GCR FACILITY MAINTENANCE SPECIALIST

Salary Range:

UGPP/H-01 \$26,520.00 – UGPP/H-10 \$36,407.00 Per Annum

Opening Date:

April 10, 2023

Closing Date:

Continuous Until Filled

Location:

Academic and Student Affairs/University Libraries/Richard F. Taitano Micronesia Area Research Center (RFT-MARC)/Guam Cultural Repository (GCR)

MINIMUM QUALIFICATIONS:

- Two years of experience in the maintenance and repair of building structures, machinery, plumbing, electrical wiring, and fixtures.
- Basic knowledge of machinery and plumbing.
- Ability to use a variety of battery-operated tools for maintenance and repair work.
- Must be receptive to attending safety courses and undergoing training with installers, safety officers, and UOG related Maintenance Workers.
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

PREFERRED QUALIFICATIONS:

- Knowledge or experience in HVAC (Heating, Ventilation and Air Conditioning).

NECESSARY SPECIAL QUALIFICATIONS:

- Must have a valid driver's license.

QUALIFICATIONS REQUIRED:

Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

KNOWLEDGE, ABILITIES AND/OR SKILLS:

Knowledge of the standard principles, methods, practices, techniques, tools, and equipment used in the maintenance and repair of building structures, machinery, electrical and mechanical equipment, and fixtures. Ability to apply safe work practices on the job. Ability to work effectively with the public and employees. Ability to understand and follow oral and written instructions. Skill in the maintenance and repair of building structures, machinery, electrical and mechanical equipment, and fixtures.

CHARACTER OF DUTIES:

Under the direct supervision of the GCR Curator of Archaeological Collections or GCR Project Coordinator III, the Facility Maintenance Specialist will assist with ensuring the proper functioning, security, and maintenance of the Guam Cultural Repository. Conducts daily walkthroughs and assessments of the GCR's interior and exterior spaces using logs and system trackers. Checks fuel and pump gauges, records and tracks temperature and humidity changes, leakages, mold growth, signs of condensation, salt-water damage, and any other signs of deterioration. Maintains interior and exterior spaces in a clean and orderly condition. Light cleaning and tidying of indoor spaces including, proper waste disposal, sanitation, dusting, sweeping, vacuuming of common areas, offices, bathrooms, specialized rooms, and collection room shelving tracks. Maintaining appliances, monitoring trash pick-up, and light cleaning of condenser units, machinery, and rubbish pads. Grounds keeping consisting of bi-monthly bush cutting, mowing, blowing, and removing vegetation and debris. Light maintenance of HVAC system includes vent cleaning and filter replacement. Basic plumbing such as changing hoses, valves, flushing mechanisms, and soap dispenser components. Ensuring general safety of the building through perimeter inspections, the testing of locks and other equipment, and routine fence maintenance (checking

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motors, greasing chains, and gears, and removing natural debris). Light vehicle maintenance, including fluid checks and transporting vehicles for annual inspections, services, and gas refills. Work with the UOG Facilities Management & Services on following current maintenance best practices and standards. Performs other related duties as required.

EDUCATION:

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) with the online job application through UOG's online employment portal at <https://uog.peopleadmin.com>.

WORK ELIGIBILITY:

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job-related may be investigated (i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of the date reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

POLICE AND COURT CLEARANCE:

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

HOW TO APPLY:

All applicants must submit an online job application through the UOG's online employment portal system at <https://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed <https://www.uog.edu/safety-security/>.

THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).

Elaine Faculo-Gogue

Elaine Faculo-Gogue (Apr 10, 2023 10:50 GMT+10)

ELAINE FACULO-GOGUE

Acting Chief Human Resources Officer

*GCR Facility Maintenance Specialist.04/10/23
Approved by Acting CHRO 04/10/23*