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ANNOUNCEMENT

June 18, 2024

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. 092-24

Position Title

GCR FACILITY MAINTENANCE SUPERVISOR

Salary Range:

UGPP/L-01 \$45,262.00 – UGPP/L-06 \$54,512.00 Per Annum

Opening Date:

June 18, 2024

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)

JOB DESCRIPTION:

The GCR Facility Maintenance Supervisor works independently and as a team member to oversee the maintenance of the facility, grounds, and other property of the Guam Cultural Repository. Coordinates or carries out needed facility installation, maintenance and repair work, including requests for maintenance proposals and quotes. Works effectively with the public and GCR employees in carrying out the mission of the Guam Cultural Repository.

MINIMUM QUALIFICATIONS:

- Six (6) years of carpentry, plumbing and electrical experience in maintenance, alteration, and repair of buildings; *or*
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATIONS:

- Must have a valid Guam driver's license.

PREFERRED QUALIFICATIONS:

- Understanding and appreciation of the work of cultural repository.

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 interpret and work directly from blueprints, sketches, and diagrams. Ability to maintain records and prepare reports. Ability to work effectively with the public and employees. Ability to supervise the work of others. Ability to understand and follow oral and written instructions, and to communicate effectively. Skill in the maintenance and repair of building structures, machinery, electrical and mechanical equipment, and fixtures.

CHARACTER OF DUTIES:

Confers on building maintenance, including specialized repository equipment, regarding problems and programs (under the direct supervision of the GCR Curator of Archaeological Collections). Takes the lead on preventative maintenance and service agreements (in consultation with the GCR Curator of Archaeological Collections). Maintains logs and records for reports. Implements agency policies for personnel, training, and safety of subordinates. Applies and enforces safe work practices on the job. Supervises and performs groundskeeping and physical maintenance of the building, such as power-washing, water-blasting, and painting. Supervises and participates in skilled carpentry, plumbing, and electrical work involved in the maintenance, alteration, and repair of buildings. Interprets and works directly from blueprints, sketches, and diagrams. Estimates the time and material costs for work projects. Establishes work schedules and practices; makes decisions regarding the need for and extent of repairs to be made. Directs the storage and maintenance

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of supplies and equipment and ensures they are maintained and available for work projects; orders supply, tools, and equipment as needed. Performs 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, COURT AND TRAFFIC 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, court, and traffic (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).


Joseph Gumataotao (Jun 18, 2024 14:31 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

GCR Administrative Support Specialist. 06/18/24
Approved by CHRO. 06/18/24