



JON J.P. FERNANDEZ
Superintendent of Education

**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
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ANTONETE MUÑA SANTOS
Administrator

The Department of Education is currently accepting job applications for the following position to ESTABLISH A LIST:

OPEN-COMPETITIVE JOB ANNOUNCEMENT (NO. HRD-006-2020)

BUILDING MAINTENANCE SUPERINTENDENT

(10.971)*

OPENING DATE: October 30, 2019 CLOSING DATE: November 22, 2019

SALARY: Pay Grade M – General Pay Plan (GPP)

Open: Step 1-10, \$40,762.00 - \$55,958.00 Per Annum

Promotional: Step 1-18, \$40,762.00 - \$71,844.00 Per Annum

DUTY: Probationary/Permanent Full-Time Appointment

LOCATION: Facilities & Maintenance Division

FUNDING: Local

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING – (A) Six years of progressively responsible experience in building construction, maintenance and repair work and two years of supervisory experience; or
(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NATURE OF WORK IN THIS CLASS: This is responsible supervisory and administrative building construction, maintenance and repair work; Employees in this class are responsible for the building construction, maintenance and repair operations in an agency or assists the Building Maintenance Manager in the overall administration of the Building Maintenance Program. **ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.) Supervises and inspects the work of a crew of trades supervisors, skilled and other level workers involved in carpentry, painting, plastering, masonry, plumbing, machinery, welding, electrical, air conditioning, grounds, custodial, and other work; insures compliance with building plans, specifications, codes and regulations; Inspects buildings to determine maintenance and repair needs; handles work orders and sets priorities; Advises administrative officials on building construction maintenance and repair matters; Provides cost estimates of time and materials; keeps supply records and forecasts material needs; orders and maintains equipment, materials and supplies; Reads, interprets and works from sketches, diagrams and complex blueprints; Maintains personnel records, prepares reports and answers correspondence; may prepare or assist in budget preparation; Performs related duties as required. **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of the standard methods, practices, of the building construction, maintenance and repair operation; Knowledge of the local and national building codes and regulations; Knowledge of the occupational hazards and safety precautions of building maintenance work; Ability to administer or assist in administering the programs and activities of a building construction, maintenance, and repair operation; Ability to read, interpret, and work from sketches, diagrams and complex blueprints; Ability to make work decisions in accordance with appropriate program guidelines; Ability to evaluate operational effectiveness and recommend or implement changes in policies and procedures to improve effectiveness; Ability to make accurate estimates of time and materials required for minor and major building construction, maintenance and repair work; Ability to work effectively with the public and employees; Ability to communicate effectively, orally and in writing; Ability to maintain records and prepare reports.

EMPLOYMENT BENEFITS: This is a permanent, full-time position. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status and protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay periods per year.

APPLICATION SUBMISSION AND DEADLINE: Employment applications may be obtained from our office, located at **Building-B, 501 Mariner Avenue, (Tiyan) Barrigada** or printed from the **Department of Education's website** at www.gdoe.net. Interested applicants must submit a completed **"Employment Application"** form to the **DEPARTMENT OF EDUCATION, Human Resources Division Office, on or before the application deadline.** Applications with supporting documents will be accepted up until **Friday, November 22, 2019** at the Human Resources Division Office, Room 103 between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. **Please note that there are two types of DOE job applications – one for FCHPA Covered Positions and one for FCHPA Exempt Positions.**

***FAIR CHANCES HIRING PROCESS ACT (FCHPA):** This is a **COVERED** position. Please complete an FCHPA Covered Position Job Application. For covered positions, employers must follow the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. **Under this job announcement, do not submit a police and/or court clearance report or answer questions regarding any criminal convictions until you have been offered a job. If you choose to submit these documents or answer criminal history questions at the time of application, you do so voluntarily.**

FOR ADDITIONAL INFORMATION: Please refer to the **Employment Application General Instructions and Important Information Sheets**, call 475-0496, and/or come by and visit our office.



ANTONETTE MUNA SANTOS,
Personnel Services Administrator

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