



GUAM WATERWORKS AUTHORITY

ATURIDÁT KINALAMTEN HÁNOM GUÁHAN
 PERSONNEL SERVICES DIVISION
 "Better Water. Better Lives."

Gloria B. Nelson Public Service Building | 688 Route 15 Mangilao, Guam 96913
 Tel. No. (671) 300-6073-6 Fax No. (671) 300-6896

JOB ANNOUNCEMENT
(Open Competitive)

Guam Waterworks Authority is accepting applications to establish a list of eligibles for:

Position Title: Utility Trades Helper	Announcement Number: EOE 005-2020
Salary: MINIMUM: B2-D \$11.52/HOUR; \$23,957.00 PER ANNUM MAXIMUM: B3-D \$11.99/HOUR; \$24,930.00 PER ANNUM	Open Date: November 18, 2019 Closing Date: December 02, 2019

MINIMUM EXPERIENCE AND TRAINING:

No experience and training is required. The minimum knowledge, skills, and abilities listed below are required.

SELECTIVE FACTOR:

Possession of a certificate from a nationally recognized foundational skills assessment such as a WorkKeys Skills Assessment Certificate. The WorkKeys certificate can be obtained through the Guam Community College. For more information, please contact G.C.C. at 735-5640 or log into guamcc.edu, Community Resources, WorkKeys.

NATURE OF WORK IN THIS CLASS:

Performs unskilled trades work in a utility.

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.)

- Performs routine duties, receives on-the-job training, and provides assistance in a wide variety of trade areas such as electrical, plumbing, welding, mechanical, and related trades.
- Performs semi-skilled tasks under close supervision in order to gain skill and experience.
- Maintains and cleans work areas, tools, and equipment of the trade.
- Applies safe work practices on the job.
- Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to learn the standard methods practices, tools and equipment of a trade.
- Ability to apply safe work practices on the job.
- Ability to acquire the skills of a trade.
- Ability to understand and follow oral and written instructions.

HIGH SCHOOL DIPLOMA/SKILLS ASSESMENT CERTIFICATE – Pursuant to Public Law 26-87 (effective May 17, 2002) and as

amended by P.L.#31-254: Applicant must possess a high school diploma or a successful completion of a General Educational Development (GED) test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified technical institution, in a specialized field required for the job.

WORK ELIGIBILITY:

Public Law 99-603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new 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 in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

EDUCATION: Pursuant to Public Law 29-113, Section 3 Subsection (c) of §4101, Article 1, Chapter 4 of Title 4, Guam Code Annotated, is hereby repealed and reenacted to read: (c) All new employment in the service of the government of Guam *shall have*, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job. For entry level positions a formal nationally recognized foundational skills assessment shall be required for consideration for employment.

Applicants claiming degrees or credit hours are required to provide a copy of their college transcript.

DRUG SCREENING:

Applicants conditionally selected for this position shall undergo and pass a urinary screen for illegal drugs pursuant to GWA's Drug-Free Workplace Program policy prior to receiving a Final Offer of Employment. Applicants who violate the requirements of the Drug Free Workplace Policy or refuse to take the mandatory drug test will be disqualified and any offer of the employment will be rescinded.

PROHIBITION: Pursuant to Public Law 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".


PREFERENCE POINTS:

Veterans Preference: Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military Discharge form). Those claiming Veteran's Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

Disability Preference: Applicants claiming disability preference must obtain a form from this office and submit it with the required certification signatures.

HOW AND WHERE TO APPLY:

Applicants must submit an original, signed Application for Employment form to the Human Resources Division-Personnel Services Section, Gloria B. Nelson Public Service Building, 688 Route 15, Mangilao, Guam 96913 (2nd Floor) by closing date. For more information call the Personnel Office at 300-6073-7/6852/6899. Our Web site is www.guamwaterworks.org to view the job announcement and to download the employment application.


Miguel C. Bordallo, P.E.
GENERAL MANAGER

"WE ARE AN EQUAL OPPORTUNITY EMPLOYER"