



GUAM WATERWORKS AUTHORITY

PERSONNEL SERVICES DIVISION

578 North Marine Corp Drive

Tumon, Guam 96931

Phone: (671) 647-7855/1340 Fax: (671) 649-0369

JOB ANNOUNCEMENT

(Open Competitive)

Guam Waterworks Authority is accepting applications to establish a list:

Position Title: SAFETY INSPECTOR I	Announcement Number: EOE-030-2010
Pay Grade/Step: OPEN: E6A \$22,669.00 – E9A \$25,544.00 PER ANNUM	Open Date: June 23, 2010 Closing Date: CONTINUOUS

MINIMUM QUALIFICATIONS:

- a) Two years of work experience which has provided general knowledge of safety rules, regulations and practices; and graduation from high school; 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 routine technical occupational safety inspection work

Employees in this class perform routine occupational safety inspection, accident investigation and prevention duties independently after initial training and work under close supervision on a variety of more complex developmental assignments

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)

- Conducts routine safety inspections of work areas, structures, machinery, equipment and working conditions to determine compliance with established occupational safety codes and regulations; reports unsafe conditions and makes recommendations to correct safety hazards and undesirable conditions, and to increase the effectiveness and use of safety features
- Observes crews at work and reports laxity in safety precautions, such as failure to use safety shoes, hat, rubber gloves and other safety devices
- Investigates accidents occurring during work; prepares reports showing causes of accident and recommends measures designed to prevent recurrence
- Maintains fire prevention materials and other safety and first aid supplies; distributes safety literature and places safety posters in designated locations
- Prepares and maintains records, statistics and other reports relative to the safety program
- May instruct workers in use of safety equipment and safe work methods
- Performs related duties as required

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn and apply occupational safety principles, codes and techniques

Ability to conduct safety inspections and detect accident hazards in relation to varied functions, work situations and activities

Ability to work effectively with the public and employees

Ability to communicate effectively, orally and in writing

Ability to maintain records and prepare reports

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."

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. Any one or combinations of the following documents may be required.

- *Certified Birth Certificate
- *U.S. Passport
- *Naturalization Card
- *Green Card
- *Government of Guam ID Card
- *Original Social Security Card
- *Other proof of work eligibility

Qualifications Required: Pursuant to Public Law 26-87, all future employees of any position within the Government of Guam will be required at minimum to possess one of the following:

- A) High School Diploma
- B) A successful completion of General Education Development (GED) Test; or
- C) Any equivalent of high school program, or a successful completion of certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

EDUCATION:

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

PRE-EMPLOYMENT MEDICAL EXAMINATION:

All applicants accepting initial employment with the Government of Guam must take and pass a pre-entry Physical Examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. Situations in which applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualifications.

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.

DOCUMENTATION REQUIRED:

All applicants accepting employment with Guam Waterworks Authority must submit a police and court clearance as a condition of employment.

HOW AND WHERE TO APPLY:

Applicants must submit an Application for Employment form to the Human Resources Division-Personnel Services Section, 578 N Marine Corps Drive, Upper Tumon (1st floor Main Office) by closing date. For more information call the Personnel Office at 647-7855/1340 or visit our website at www.guamwaterworks.org to view the job announcement and to download the employment application.


JOHN M. BENAVENTE, PE
GENERAL MANAGER, INTERIM