



GUAM WATERWORKS AUTHORITY

PERSONNEL SERVICES DIVISION
Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913
Phone: (671) 300-6073-6 Fax: (671) 300-6896

ANNOUNCEMENT

The Guam Waterworks Authority solicits interested applicants to submit an application for limited term appointment, not to exceed one year for the following:

Position Title: <p style="text-align: center;">Utility Trades Helper (Limited Term Appointment)</p>	Announcement Number: <p style="text-align: center;">EOE-021-2018</p>
Salary: MINIMUM: B2-C \$23,720.00 Per Annum MAXIMUM: B3-C \$24,683.00 Per Annum	Open Date: March 12, 2018 Closing Date: March 23, 2018

MINIMUM EXPERIENCE AND TRAINING:

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

AND

Possession of a certificate from a nationally recognized foundational skills assessment such as a Work Keys Skills Assessment Certificate. This Work Keys certificate can be obtained through the Guam Community College. For more information, please contact GCC at 735-5640 or log into guamgcc.edu, workforce development.

SELECTIVE FACTOR:

Must possess a valid Guam Driver's License.

NATURE OF WORK IN THIS CLASS:

Performs unskilled trades work.

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.
- Ability to apply and interpret established laws, rules, regulations, and other program guidelines

HIGH SCHOOL DIPLOMA/Skills Assessment 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. For entry level positions a formal nationally recognized foundational skills assessment shall be required for consideration for employment.

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."

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:

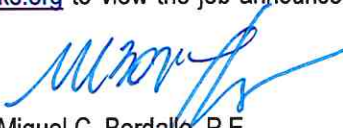
Veterans Preference: Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military Discharge form). Those claiming Veteran's Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

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

DOCUMENTATION REQUIRED: Your selection will be **conditional** pending the submission of a recent valid police and court clearance, and taking and passing a drug test. The Human Resources department will advise you of these requirements once you have been conditionally selected. You will have five (5) business days from the date of your Notice of Conditional Employment to submit the mandatory police and court clearances that are not older than thirty (30) calendar days from the date of your notice. The cost to obtain the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date above criteria. If you do not have any convictions or conditions that would warrant rescinding the job offer, and you pass the drug test, you may be notified of your start date.

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 300-6073-6. 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 