



GUAM WATERWORKS AUTHORITY

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

JOB ANNOUNCEMENT

(Open-Competitive)

Guam Waterworks Authority is accepting applications to establish a list:

Position Title: <p style="text-align: center;">BUYER II</p>	Announcement Number: <p style="text-align: center;">EOE-027-2018</p>
Salary: MINIMUM: H4-D, \$38,167.00 PER ANNUM MAXIMUM: H5-D, \$39,717.00 PER ANNUM	Open Date: May 01, 2018 Closing Date: May 14, 2018

MINIMUM QUALIFICATIONS:

- A.) Two years of experience in the procurement of supplies, materials, and equipment and graduation from high school; or
- B.) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

SELECTIVE FACTOR:

Possession of a Certificate of Enrichment (Advanced), Module 2. The Procurement Solicitation Process in accordance with 5GCA, Chapter 5, § 5141(i).

NATURE OF WORK IN THIS CLASS:

This is complex technical purchasing work involving large scale or specialized procurement of supplies, materials, and equipment.

Employees in this class perform the full range of complex purchasing duties, including independent work in specialized areas of procurement.

Employees often serve as team of group leaders over lower level technical or clerical staff.

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)

- Receives requisitions and drafts specifications; prepares invitations for competitive bids; secures written and telephone price quotations; presides at bid openings; analyzes bid tabulations and awards bids.
- Negotiates contracts and price agreements; inspects merchandise quality and compliance with specifications; investigates complaints and secures adjustments.
- Works with departmental representatives concerning availability of commodities which can be more economically purchased on a contract basis.
- Confers with vendors or their representatives concerning availabilities of commodities, price changes, and cash discounts.
- Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of modern purchasing practices, procedures, and shipping methods.
- Knowledge of the types and grades of materials purchased.
- Knowledge of the sources of supply and of market and price trends.
- Knowledge of standard types, forms, and legal requirements of contracts.
- Knowledge of the laws, departmental policies and other regulations governing the procurement of supplies, materials, and equipment.
- Ability to make arithmetic computations.
- Ability to work effectively with the public and employees.

- Ability to communicate effectively, orally, and in writing.
- Ability to maintain records and prepare reports.
- Skill in the safe operation of a motor vehicle.

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 

"WE ARE AN EQUAL OPPORTUNITY EMPLOYER"