



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 022-2021
Salary: MINIMUM: B4-D, \$12.47/HOUR; \$25,942.00 PER ANNUM MAXIMUM: B5-D, \$12.98/HOUR; \$26,995.00 PER ANNUM	Open Date: March 30, 2021 Closing Date: April 13, 2021

HOW AND WHERE TO APPLY:

Applicants must submit an Employment Application- Form A2 to the GWA Personnel Services Division – Human Resources Office, #205 (2nd Floor) in the Gloria B. Nelson Public Service Building, 688 Route 15 Mangilao, Guam 96913 between 8:00 am and 5:00 pm, Monday to Friday, excluding holidays, on or before the closing date of the job announcement and encouraged to submit electronically at hrjobs@guamwaterworks.org. If you are unable to submit your application electronically, please call 300-6852/6076 to pre-arrange a specific time during normal business hours to drop off your application. For more information call the Human Resources Office or visit our website at www.guamwaterworks.org to view the job announcement and to download the GWA Employment Application- Form A2.

MINIMUM EXPERIENCE AND TRAINING:

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

SELECTIVE FACTOR:

Possession of a certificate from a nationally recognized foundational skills assessment such as a WorkKeys Skills Assessment Certificate.

Applicants who have previously taken the WorkKeys Skills Assessment may submit their existing certification. More information on how to schedule and register for a WorkKeys Skills Assessment Certificate, can be found on the attachments posted with this job announcement.

NATURE OF WORK IN THIS CLASS:

Performs unskilled trades work in a utility.

ILLUSTRATIVE EXAMPLES OF WORK (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- 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.

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 illicit/illegal drugs pursuant to GWA's Drug and Alcohol-Free Workplace Policy (DAFWP) prior to receiving a Final Offer of Employment. Applicants who violate the requirements of the DAFWP 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.



Christopher Budasi, Acting
GENERAL MANAGER 

"WE ARE AN EQUAL OPPORTUNITY EMPLOYER" 

WorkKeys Skills Assessment and Certification Information

Registration form for the WorkKeys Skills Assessment can be found as an attachment to the Utility Trades Helper job announcement #EOE 022-2021.

Applicants are encouraged to fill out the registration form prior to arriving at GCC and advised to schedule testing by Friday, April 16, 2021.

For more information about WorkKeys National Career Readiness Certification and NCRC reprints, please contact the Guam Community College at 735-5640 or refer to this link: <https://guamcc.edu/community-resources/workkeys>

Scheduled Dates for Assessment:

Test Dates:	Time	Max# of Examinees	Sessions
Monday, March 29	8:00 am- 12:00 pm	23	2
Tuesday, March 30	8:00 am- 12:00 pm	23	2
Wednesday, March 31	8:00 am- 12:00 pm	23	2
Thursday, April 1	8:00 am- 12:00 pm	23	2
Friday, April 2	8:00 am- 12:00 pm	23	2
Saturday, April 3	8:00 am- 12:00 pm	23 (Makeup)	2
Friday, April 9	8:00 am- 12:00 pm	23	2
Friday, April 16	8:00 am- 12:00 pm	23	2

Once a schedule for testing is obtained from GCC, please contact the GWA Human Resources Division to notify us of your scheduled date and time at 300.6852 or email your schedule to hrjobs@guamwaterworks.org

WorkKeys Skills Assessment certificate must be submitted to GWA Human Resources **no later than Friday, April 23, 2021**. Certificates may be submitted to the GWA Human Resources Office, #205 (2nd Floor) in the Gloria B. Nelson Public Service Building, 688 Route 15 Mangilao, Guam 96913 between 8:00 am and 5:00 pm, Monday to Friday. To submit your WorkKeys Skills Assessment certificate, please contact 300.6852/6076 to pre-arrange a time during normal business hours to drop off your certification. WorkKeys Skills Assessment certificates can be electronically submitted to hrjobs@guamwaterworks.org



**ACT WORKKEYS – NATIONAL CAREER READINESS ASSESSMENT
REGISTRATION FORM**

AGENCY/POSITION TITLE		Date:	
Name: (Last, First, Middle Initial)			
Date of Birth:			
Driver's License or Guam ID #:			
Mailing Address:			
Contact Numbers:		Home:	Work:
Cell:			
Email Address:			
In Case of an Emergency			
First Name, Last Name:			
Contact Number:			
Relationship:			

I certify that the statements made in this Information Form are true and correct. I understand that any false information provided by me and/or in any supporting document may be cause for refusing to admit me, to or my immediate dismissal from Guam Community College or any WorkKeys testing facility. I also acknowledge that this seat is reserved for me and therefore is **NON-REFUNDABLE** and **CANNOT BE RESCHEDULED**

I authorize Guam Community College to provide my WorkKeys Assessment results to _____
AGENCY REQUESTOR

SIGNATURE: _____ DATE: _____

FOR OFFICIAL USE ONLY

Scheduled Test Date:	Time:	Location:	Retake: AM <input type="checkbox"/> GL <input type="checkbox"/> WD <input type="checkbox"/>
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NON-REFUNDABLE FEE: \$65.00 Retake \$22.00 _____ **Detail Code: CE56**

Check#: _____ Credit Card Cash Self-Pay **Receipt #:** _____

Bill Agency/Co.: _____ CTE Verification (Program/School) _____

CASHIER SIGNATURE: _____ DATE: _____

AGENCY/COMPANY AUTHORIZATION: _____