



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: HEAVY EQUIPMENT OPERATOR II	Announcement Number: EOE-039-2010
Pay Grade/Step: OPEN: E5C \$22,223.00 – E8C \$25,041.00 PER ANNUM	Open Date: August 31, 2010 Closing Date: September 14, 2010

MINIMUM QUALIFICATIONS:

- a) One year of experience in the operation of moderately heavy equipment; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NATURE OF WORK IN THIS CLASS:

Operates moderately heavy equipment used in the construction and maintenance of public facilities

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid chauffeur's license

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)

- Operates dump trucks, oil trucks and similar equipment to transport a variety of materials
- Operates loaders, backhoes and other similar equipment for simple and routine assignments, and may on a relief and training basis operate complex equipment
- Operates large forklifts for loading and unloading material
- Inspects, cleans, and services assigned equipment; maintains and makes minor repairs and reports any mechanical defects of assigned equipment
- Applies safe work practices on the job.
- Maintains travel, fuel, and maintenance records
- Performs related duties as required

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard methods and techniques used in the operation of moderately heavy equipment

Knowledge of traffic laws and safe driving practices

Ability to operate dump trucks, oil trucks, loaders, backhoes, and similar equipment

Ability to perform preventive maintenance and make minor repairs on moderately heavy equipment

Ability to apply safe work practices on the job

Ability to work effectively with the public and employees

Ability to maintain work records

Semi-skill in the operation of moderately heavy equipment

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 interested in seeking employment with Guam Waterworks Authority must submit a police and court clearance, both of no more than three (3) months old.

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