

JOB ANNOUNCEMENT

Guam Waterworks Authority is accepting applications to establish a list:

Position Title: STOREKEEPER II	Announcement Number: EOE-025-2010
Pay Grade/Step: OPEN: F-01 \$17,635.00 – F-10 \$26,453.00 PER ANNUM PROM: F-01 \$17,635.00 – F-20 \$37,315.00 PER ANNUM	Open Date: May 27, 2010 Closing Date: June 10, 2010

MINIMUM QUALIFICATIONS:

- a) Two (2) years of experience in a stockroom or warehouse operation; 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 is required

SELECTIVE FACTOR:

Able to utilize computer software (Microsoft Word/Excel) or programs to effectively and efficiently record and prepare reports or documents

NATURE OF WORK IN THIS CLASS:

This is complex storekeeping work involved in the operation of a complete warehouse receiving, storing and issuing large volumes of high complex and diverse items

Employees in this class often serve as team or group leaders over less experienced 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)

- Leads storekeeping staff and participates in the receiving, checking, storing, inventory and issuing of materials and supplies
- Organizes storage areas for efficient, logical and safe storage of materials and supplies including specialized items such as flammable liquids, chemicals, perishable food and pharmaceutical items
- Inspects incoming supplies and materials for quality, quantity and damaged items; recommends method of disposal for items not reusable
- Receives and reviews requisitions, issues item requested and may take substitution of items
- Requisitions materials or supplies to maintain sufficient quantity on hand
- Clears bills of lading or airway bills and picks up off-island cargoes when necessary
- Recommends repair, replacement, or purchase of new equipment
- Operates forklift, trucks and other motor vehicles
- May make direct purchases as necessary
- Performs related duties as required

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the methods of receipt, requisitioning, handling, storing and issuing of materials and supplies

Knowledge of the types and uses of supplies carried in the warehouse

Knowledge of warehouse safety practices

Ability to make arithmetic computations

Ability to work effectively with the public and employees

Ability to work effectively, orally and in writing

Ability to lift heavy objects

Ability to prepare and maintain inventory records

Skill in the safe operation of light equipment and other motor vehicle may be required for some assignments

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.



LEONARD OLIVE
SCD, GENERAL MANAGER