

# PORT AUTHORITY OF GUAM

JOSE D. LEON GUERRERO COMMERCIAL PORT

1026 Cabras Highway, Suite 201 Piti, GU 96915

Phone: (671) 477-5931 Fax: (671) 477-2689

Website: [www.portguam.com](http://www.portguam.com)



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## PUBLIC NOTICE

### Realignment of the Port Organizational Structure and Amendment of Job Standards

**Piti, Guam, April 29, 2024:** In compliance with Title 4 of the Guam Code Annotated (GCA), the public is notified of the Port's petition for the realignment of the Port organizational structure and amendment of job standards.

On September 28, 2023, the Board of Directors adopted Resolution No. 2023-15, relative to authorizing the General Manager to proceed with realignment of the Port Authority of Guam's organizational structure and to amend classified job specifications and to retire vacant, obsolete positions to streamline roles and responsibilities and optimize organizational effectiveness.

Request to the Board of Directors and supporting documents are available on the Port's website under "Public Notices" <https://www.portofguam.com/news/public-notices> for public review and comment.

Please submit your comments to the Human Resources Division no later than May 13, 2024. For more information, please contact the Human Resources Division at 671-477-5931/4, ext. 245 or 246.

**BOARD OF DIRECTORS**

*Dorothy P. Harris, Vice Chairperson  
Dr. Judith P. Guthertz, Board Secretary  
Conchita S.N. Taitano, Member*



**Resolution No. 2023-15**

**RELATIVE TO AUTHORIZING THE GENERAL MANAGER TO PROCEED WITH REALIGNMENT OF THE PORT AUTHORITY OF GUAM'S ORGANIZATIONAL STRUCTURE AND TO AMEND CLASSIFIED JOB SPECIFICATIONS AND TO RETIRE VACANT, OBSOLETE POSITIONS TO STREAMLINE ROLES AND RESPONSIBILITIES AND OPTIMIZE ORGANIZATIONAL EFFECTIVENESS**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PORT AUTHORITY OF GUAM:**

**WHEREAS**, 12 GCA Section 10104(e) compels the Board of Directors to establish the Authority's internal organization and management and to adopt regulations for the administration of its operations and the conduct of its affairs; and

**WHEREAS**, 12 GCA Section 10111(a) also dictates that the Board of Directors establish and amend rules and regulations governing the selection, promotion, performance evaluation, demotion, suspension and other disciplinary action for employees of the Authority; and

**WHEREAS**, 12 GCA Section 10107 delineates the duties and responsibilities of the General Manager, of which Subsection (f) prescribes that he selects and appoint the employees of the Authority and plan, organize, coordinate and control the services of such employees;

**WHEREAS**, Public Law 30-43 was passed effective July 2, 2009, approving the Authority's Personnel Rules and Regulations and Compensation and Classification Plan for Maritime Related Positions Unique to Port Operations and Certified, Technical and Professional Positions for the Authority; and

**WHEREAS**, Chapter 2 of the Personnel Rules and Regulations outlines the responsibilities of the General Manager to include that he maintains the position classification and compensation plan; and

**WHEREAS**, the effectiveness of the Authority's organization depends on how well roles are designed, how clearly and appropriately the interrelationships of various positions are developed and how well practices for planning, decision-making and communication are established; and

**WHEREAS**, the current organizational structure, established in 2006, has its limitations, and therefore an organizational realignment would better enhance and promote teamwork between the divisions, increase resource visibility, and manifest an improved sense of self-governance by its employees; and

**WHEREAS**, in the latter part of 2021, the Port saw the departures of two senior managers as a result of retirement and no succession plan was in place which caused a void in the leadership for the Maintenance Department; and

**WHEREAS**, to ensure the administration of the day-to-day activities and programs for the Maintenance Department are not disrupted, we appointed the Operations Manager to assume the duties and responsibilities of the Maintenance Manager without compensation; and

**WHEREAS**, during the past two years we have seen the division heads, superintendents and leaders when asked accept positions in an acting capacity, in most cases willingly absorb additional duties and responsibilities without compensation, and proven to go above and beyond to ensure the Port's mission is fulfilled and the supply chain to the island is not disrupted; and

**WHEREAS**, in April 2021, Moody's Investors Service issued a report that removed the Port Authority from credit watch based on strong finances despite the COVID-19 pandemic and demonstrated good cost control for fiscal years 2020 and 2021; and

**WHEREAS**, in October 2022, S&P Global affirmed the "A" long-term rating on the Port's series 2018 Port Revenue Bonds and through its credit opinion stated *"Our overall assessment for the Authority's enterprise profile is strong, reflecting very strong economic fundamentals, an adequate market position and strong governance."*; and

**WHEREAS**, in August 2023, the Guam Public Auditor announced that the Port achieved low-risk auditee status for the fourth consecutive year (2019 to 2022) in a row and said *"These clean, low risk status audits for the past four years demonstrate strong leadership and management from the General Manager and his team of dedicated, qualified and Port-strong employees."*; and

**WHEREAS**, the affirmation by S&P Global of the Port's 2018 Revenue Bond, along with the Port's low-risk designation from Moody's Investors Service, would bring the Port the creditability needed to seek funding to replace the Port's aging gantry cranes, rehabilitation of the wharves to ensure resiliency and replacing our aging facilities, and would show a commitment that the Port does not become a choke point for discharging and deploying military assets and commodities, in addition to management's charge to keeping the Port 100% operational at all times; and

**WHEREAS**, to ensure that the Port maintains this commitment, it is recommended that the current organizational structure be realigned to merge Operations and Equipment Maintenance divisions into one division; establish Facility Maintenance as a separate division; merge Capital Improvement Projects and Engineering divisions into one division; and separate Occupational Safety and Environmental Compliance into two singular divisions; and



**WHEREAS**, such realignment will not displace any employees nor have any adverse effect upon any classified employees within the divisions; and

**WHEREAS**, in accordance with an organizational realignment, job specifications for several classified positions would need to be amended to streamline the roles and responsibilities, optimize organizational effectiveness, and reflect the duties and responsibilities expected of the positions; and

**WHEREAS**, such amendments of job specifications for classified positions would need to comply with the transparency and disclosure process as outlined in 4 GCA Sections 6303 and 6303.1(a) and Rule 4.200 of the Authority's Personnel Rules and Regulations; and

**WHEREAS**, as a result of recent creation of positions and once the transparency and disclosure process has been completed for the amendments of job specifications for classified positions, there will be a need to retire several established classified job specifications, such as, Financial Affairs Controller, Engineering Manager, Maintenance Manager, Equipment Operator Leader and other classified positions whose duties and responsibilities would be consolidated into the amended job specifications that would optimize organizational effectiveness; and

**WHEREAS**, the cost savings associated with the retirement of those identified positions stated above would be \$742,939 including benefits; and

**WHEREAS**, the Board of Directors supports the General Manager's capability to lead the Authority through strategic transitions to create the capacity needed for sustained strong performance, so that the end results forge the organization's long-term success; and

**WHEREAS**, in the event the Authority's Board of Directors lacks a quorum due to an insufficient constitution of its members because appointed potential members are pending legislative confirmation, now therefore be it

**RESOLVED**, that the General Manager is hereby authorized, without further Board approval, to proceed with realigning the Authority's organizational structure by merging Operations and Equipment Maintenance divisions into one division; establishing Facility Maintenance as a separate division; merging Capital Improvement Projects and Engineering divisions into one division; and separating Occupational Safety and Environmental Compliance into two singular divisions; and be it further

**RESOLVED**, that, accordingly, the General Manager undertake the required transparency and disclosure process for the amendment of job specifications for classified positions pursuant to applicable statutory law and the Personnel Rules and Regulations; and be it further

**RESOLVED**, that, accordingly, the General Manager proceed without any further Board action to implement the aforementioned organizational changes after the public posting pursuant to 4 GCA § 6303(e)(2) is completed; and be it further

**RESOLVED**, that, accordingly, the General Manager proceed without any further Board action to detail the current occupants of the managerial positions, whose duties and responsibilities are modified by the above-described realignment, to those amended positions pending the permanent filling of their respective amended positions, pursuant to 4 GCA §6303(e)(3); and be it further

**RESOLVED**, that the Chairperson certify to, and the Secretary attest to, the adoption hereof.

**PASSED AND ADOPTED UNANIMOUSLY BY THE BOARD OF DIRECTORS THIS 28<sup>th</sup> DAY OF SEPTEMBER, 2023.**

  
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**DOROTHY P. HARRIS**  
ACTING CHAIRPERSON, BOARD OF DIRECTORS  
PORT AUTHORITY OF GUAM

  
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**DR. JUDITH P. GUTHERTZ**  
SECRETARY, BOARD OF DIRECTORS  
PORT AUTHORITY OF GUAM





**PORT OF GUAM**  
 ATURIDAT / PUETTON GUAHAN  
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**Lourdes A. Leon Guerrero**  
 Governor of Guam  
**Joshua F. Tenorio**  
 Lieutenant Governor

April 29, 2024

**INTER-OFFICE MEMORANDUM**

**TO:** Division Heads  
**FROM:** Rory J. Respicio, General Manager *Rory Respicio*  
**SUBJECT:** Proposed Amendments of Job Standards

The Board of Directors at their regular meeting of April 25, 2024 authorized management to begin the process of amending the following job standards in the classified service.

Current Job Standards	Proposed Job Standards
Operations Manager	Operations & Equipment Maintenance Manager
Assistant Maintenance Manager	Assistant Equipment Maintenance Manager
Facilities Maintenance Superintendent	Facilities Maintenance Manager
Capital Improvement Projects Manager	Capital Improvement Projects & Engineering Manager
Port Marketing Administrator	Marketing & Communications Manager
Crane Operator Leader	Transportation Leader

To provide you with an opportunity to submit your inputs on the proposed amendments, we have posted the request to amend the proposed positions on the Port’s website, under “Public Notices” <https://www.portofguam.com/news/public-notice> for your review and comments.

Please submit your comments, if any, to the Human Resources Division no later than May 13, 2024.

Should you have any questions regarding the request, please feel free to contact the Human Resources Division at ext. 245 or 246.

cc: Acting Personnel Services Administrator



**PORT OF GUAM**  
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Lourdes A. Leon Guerrero  
Governor of Guam  
Joshua F. Tenorio  
Lieutenant Governor

April 17, 2024

## MEMORANDUM

To: Board of Directors  
From: Rory J. Respicio, General Manager   
Subject: Realignment of Port Organizational Structure and Amendment of Job Standards

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*Hafa Adai!* On September 28, 2023, the Board of Directors passed Resolution No. 2023-15, *Relative to Authorizing the General Manager to proceed with Realignment of the Port Authority of Guam's Organizational Structure and to Amend Classified Job Specifications and to Retire Vacant, Obsolete Positions to Streamline Roles and Responsibilities and Optimize Organizational Effectiveness*. The resolution required that the amendments of job specifications for classified positions would need to comply with the transparency and disclosure process as outlined in 4 GCA Sections 6303 and 6303.1(a) and Rule 4.200 of the Authority's Personnel Rules and Regulations.

The resolution authorized the General Manager to proceed with realigning the Authority's organizational structure and under the required transparency and disclosure process for the amendment of job specifications for classified positions pursuant to applicable statutory law and Personnel Rules and Regulations. The realignment of the Port's organizational structure would include the merging of Operations and Equipment Maintenance Divisions into one division; establishing Facility Maintenance Division as a separate division, merging Capital Improvement Projects and Engineering Divisions into one division; and separating Occupational Safety and Environmental Compliance into two singular divisions.

The Board of Directors also authorized the General Manager to amend established job specifications that are in the Classification and Compensation Plan as approved by Public Law 30-43 and the Personnel Rules and Regulations and retire several established classified job specifications, specifically, the Financial Affairs Controller, Engineering Manager, Maintenance Manager, Equipment Operator Leader and other classified positions whose duties and responsibilities would be consolidated into the amended job specifications that would optimize organizational effectiveness.

As noted in the meeting, the effectiveness of the Authority's organization depends on how well roles are designed, how clearly and appropriately the interrelationship of various positions is developed and how well practices for planning, decision-making and communication are established. The current organizational structure, established in 2006, has its limitations and therefore an organizational realignment would better enhance and promote teamwork between the divisions, increase resource visibility, and manifest an improved sense of self-governance by its employees.

It was explained that in the latter part of 2021, the Port saw the departures of two senior managers as a result of retirement and no succession plan was in place which caused a void in the leadership for the Maintenance Department. To ensure the administration of the day-to-day activities and programs are not disrupted for the Maintenance Department, appointment was made for the Operations Manager to assume the duties and responsibilities of the Maintenance Manager without compensation.

During the past two years, it has been seen that division heads, superintendents and leaders when asked to accept positions in an acting capacity, in most cases willingly absorb additional duties and responsibilities without compensation and proven to go above and beyond to ensure the Port's mission is fulfilled and the supply chain to the island is not disrupted.

Memo to Board of Directors

Subject: Realignment of Port Organizational Structure and Amendment of Job Standards

April 17, 2024

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In April 2021, Moody's Investors Service issued a report that removed the Port Authority from credit watch based on strong finances despite the COVID-19 pandemic and demonstrated good cost control for fiscal years 2020 and 2021. In October 2022, S&P Global affirmed the "A" long-term rating on the Port's series 2018 Port Revenue Bonds and through its credit opinion stated *"Our overall assessment for the Authority's enterprise profile is strong, reflecting very strong economic fundamentals, and adequate market position and strong governance."* In August 2023, the Guam Public Auditor announced that the Port achieved low-risk auditee status for the 4<sup>th</sup> consecutive year (2019 to 2022) in a row and said *"These clean, low risk status audits for the past four years demonstrate strong leadership and management from the General Manager and his team of dedicated, qualified and Port-strong employees."*

The affirmation by S&P Global of the Port's 2018 Revenue Bond, along with the Port's low-risk designation from Moody's Investors Service, would bring the Port the credibility needed to seek funding to replace the Port's aging gantry cranes, rehabilitation of the wharves to ensure resiliency and replacing our aging facilities, and would show a commitment that the Port does not become a choke point for discharging and deploying military assets and commodities, in addition to management's charge to keeping the Port 100% operational at all times.

After the passage of the resolution and during the review of the organizational structure and current job specifications, it is recommended that the structure be realigned as follows:

1. Equipment Maintenance Division will be placed under the Operations Department.
2. Facility Maintenance Division will be established as a separate division.
3. Environmental Compliance Section will be separated from Occupational Health & Safety Division and established as a separate division.
4. Capital Improvement Projects Division will be merged with Engineering Division.
5. Marketing Division will be renamed as Marketing/Communication Division
6. Merge under Transportation Division the Equipment Operator and Crane Operator sections into one section.

The realignment will not displace any employee nor have any adverse effect upon any classified employees within the division. With this realignment, the following job specifications would need to be amended to streamline the role and responsibilities, optimize organizational effectiveness and reflect the duties and responsibilities expected of these positions.

Current Job Standard	Proposed Job Standard
Operations Manager	Operations & Equipment Maintenance Manager
Assistant Maintenance Manager	Assistant Equipment Maintenance Manager
Facilities Maintenance Superintendent	Facilities Maintenance Manager
Capital Improvement Projects Manager	Capital Improvement Projects & Engineering Manager
Port Marketing Administrator	Marketing & Communications Manager
Crane Operator Leader	Transportation Leader

If the Board of Directors agrees to the realignment of the organizational structure and in order to proceed with the amendment of job specifications for the above classified positions, compliance with the transparency and disclosure process as outlined in Title 4, Guam Code Annotated Sections 6303 and 6303.1(a) and Rule 4.200 of the Authority's Personnel Rules and Regulations, the transparency and disclosure process shall include the justification for the amendment, the essential details of the amendment, an analysis of the similarities or differences between the existing position and amendment, the job title, pay range and position description affected by the amendment.

Memo to Board of Directors

Subject: Realignment of Port Organizational Structure and Amendment of Job Standards

April 17, 2024

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The request is posted on the Port's website for 10 days (Saturdays, Sundays and Government of Guam holidays excepted). After the posting, the request shall be forwarded along with evidence that prompt notice of the posting was provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam. The General Manager will file the petition along with evidence of compliance with Section 6303.1(a) and Resolution No. 2023-15 with the Director of Administration and Legislative Secretary.

The amended positions are not to be filled until after compliance with the provisions of the law and after 180 days have elapsed from the date of filing with the Legislative Secretary.

To ensure that transparency and disclosure is provided to all parties concerned, the processes and estimated timeframes below are to be followed:

PROCESS	ESTIMATED TIMELINE
Memorandum to Division Heads on the proposed amendment of job specifications for review and comments.	April 26, 2024
Posting of proposed amendment of job specifications on Port's website	April 26, 2024
Notification to be provided to electronic and written media outlets on the Port's proposed amendment of job specifications, its availability on the website and period of comments to be provided to Port.	April 26, 2024 to May 10, 2024
Port Human Resources staff to present to the General Manager comments received, if any and evidence of compliance of transparency and disclosure	May 13, 2024
Request to be re-submitted to the Board for final approval and adoption by resolution.	May 23, 2024
General Manager files petition along with evidence of compliance with Section 6303.1(a) and Resolution No. 2023-15 with the Director of Administration and Legislative Secretary.	May 24, 2024
Process job announcement for position and/or effective date of reallocation of position	November 21, 2024

In light of the above, we are attaching proposed amendment of job specifications for the positions listed above for your review and approval to begin the transparency and disclosure process.

Your kind approval is greatly appreciated. *Si Yu'os Ma'ase.*

Attachments

Cc: Deputy General Manager, Administration & Finance  
Deputy General Manager, Operations & Maintenance  
Acting Personnel Services Administrator  
Corporate Services Manager

## **NOTICE OF PROPOSED AMENDMENT OF JOB STANDARDS**

### **REQUEST:**

On September 28, 2023, the Board of Directors passed Resolution No. 2023-15, *Relative to Authorizing the General Manager to proceed with Realignment of the Port Authority of Guam's Organizational Structure and to Amend Classified Job Specifications and to Retire Vacant, Obsolete Positions to Streamline Roles and Responsibilities and Optimize Organizational Effectiveness*. The resolution required that the amendments of job specifications for classified positions would need to comply with the transparency and disclosure process as outlined in 4 GCA Sections 6303 and 6303.1(a) and Rule 4.200 of the Authority's Personnel Rules and Regulations. The resolution authorized the General Manager to proceed with realigning the Authority's organizational structure and under the required transparency and disclosure process for the amendment of job specifications for classified positions pursuant to applicable statutory law and Personnel Rules and Regulations.

### **AUTHORITY:**

Title 12, Guam Code Annotated, Section 10104(e) compels the Board of Directors to establish the Authority's internal organization and management and to adopt regulations for the administration of its operations and conduct of its affairs.

Title 12, Guam Code Annotated, Section 10111(a) also dictates the Board of Directors establish and amend rules and regulations governing the selection, promotion, performance evaluation, demotion, suspension and other disciplinary action for employees of the Authority.

Title 12, Guam Code Annotated, Section 10107 delineates the duties and responsibilities of the General Manager, of which Subsection (f) prescribes that he selects and appoint the employees of the Authority and plan, organize, coordinate and control the services of such employees.

Public Law 30-43 adopted the Port's Personnel Rules, wherein Rule 4.200 provides, *Amendment of Maritime Positions Unique to Port Operations, and Certified, Technical and Professional Positions*, that authorizes the General Manager to request the Board of Directors to amend established job specifications that are in the Classification & Compensation Plan.

In the Personnel Rules and Regulations, Chapter 2 outlines the responsibilities of the General Manager to include that he maintains the position classification and compensation plan. Section 6303(e)(1), *Creation of Positions*, Title 4, Guam Code Annotated amended Chapter 4, Rule 4.200, *Amendment of Maritime Positions Unique to Port Operations, and Certified, Technical and Professional Positions*, via Public Law 34-131 on October 17, 2018. The section stipulates:

#### *Section 6303(e)*

- 1) *If a position created pursuant to Section 6303 is amended in pay range, position description, or qualifications, the amendment shall be subject to a petition of the head of a line agency, department, autonomous agency, or public corporation (or, in the case of the Judiciary, the Administrator of the Courts) listed in 4 GCA §4105(a). Said petition shall include:*
  - A. *the justification for the amendment of the position;*
  - B. *the essential details concerning the amendment of the position;*
  - C. *the amended pay range and position description; and*
  - D. *any other pertinent information.*



- 2) *The petition for the amendment shall be posted on the line agency, department, autonomous agency, or public corporation's website (or, in the case of the Judiciary, the Judiciary's website) for ten (10) days (Saturdays, Sundays and government of Guam holidays excepted), and must comply with §6303.1(a) of this Article.*

*C. Autonomous Agencies and Public Corporations. The head of an autonomous agency or public corporation shall forward the petition, along with evidence of his compliance with §6303.1(a), to the governing board or commission, who, if it approves the same, shall approve the petition by resolution and file the petition and resolution for record with the Director of Administration and the Legislative Secretary.*

- 3) *No amended position may be filled until after compliance with the provisions of this Section, and one hundred eighty (180) days have elapsed from the date of filing with the Legislative Secretary.*
- 4) *If a position's qualifications were amended and the position must be filled prior to the one hundred eighty (180) day period, the last approved position qualification shall be used for selection. No penalty shall be applied to any applicant who does not meet requirements from an amended position description that did not complete the one hundred eighty (180) day period.*

On September 28, 2023, the Board of Directors passed Resolution No. 2023-15, *Relative to Authorizing the General Manager to proceed with Realignment of the Port Authority of Guam's Organizational Structure and to Amend Classified Job Specifications and to Retire Vacant, Obsolete Positions to Streamline Roles and Responsibilities and Optimize Organizational Effectiveness*. The resolution required that the amendments of job specifications for classified positions would need to comply with the transparency and disclosure process as outlined in 4 GCA Sections 6303 and 6303.1(a) and Rule 4.200 of the Authority's Personnel Rules and Regulations. The resolution authorized the General Manager to proceed with realigning the Authority's organizational structure and under the required transparency and disclosure process for the amendment of job specifications for classified positions pursuant to applicable statutory law and Personnel Rules and Regulations.

#### **References of Compliance:**

2 GCA §9101, Restrictions Against Unfunded Appropriations, *"All bills that have an effect upon the revenues or the expenditure of any funds of the Government of Guam shall identify a specific funding source for which funds are, in fact, available...."*

4 GCA §4105(a) Departmental Rules *"Rules subject to criteria established by this Chapter governing selection, promotion, performance, evaluation, demotion, suspension and other disciplinary action of classified employees shall be adopted by the Board of Directors of the Jose D. Leon Guerrero Commercial Port...with respect to personnel matters within their respective Branches, agencies, public corporations or departments, and by the Director of Administration as to all other Executive Branch employment."*

4 GCA §4101.1(d). Responsibilities of the Director of Administration Regarding Personnel Policy of the Government. *"The Director of Administration shall perform the following functions... (d) Maintain, post and keep current on the Department's website a list of all classified and unclassified positions in the executive branch, including autonomous agencies and public corporations, showing the job description and pay range assigned to each position...."*

#### 4 GCA §6301. Compensation Policy.

- “(a) Employee compensation shall be based on internal equity and external competitiveness.*
- (b) To the extent practical, compensation will be targeted at the U.S. National Average levels compared to the appropriate labor markets and account taken of the relevant economic factors.*
- (c) Internal equity should be reviewed annually and external competitiveness at least every three (3) years.*
- (d) Compensation structures and administrative policies should also recognize and reward individual employees commensurate with performance.*
- (e) All aspects of compensation (base salaries, benefits, pay differentials, and other factors) will be considered as a total reward and incentive package for employees and shall be consistent and uniformly administered through the government.*
- (f) A program of ongoing communications and training shall be a critical component of compensation administration.”*

#### **AGENCY BACKGROUND:**

Public Law 13-87 created the Port Authority of Guam as a public corporation and an autonomous instrumentality of the Government of Guam. The Agency is mandated to provide for the needs of ocean commerce, shipping, recreational, commercial boating and navigation of the Territory of Guam. Its enabling act provides that it must be entirely self-supporting. Its financial obligations and administrative operating costs must be paid by monies generated from the use of its facilities and services in accordance with the provisions of the Port terminal tariff. The Board of Directors is comprised of five (5) non-salaried members appointed by the Governor with the consent and advice of the Guam Legislature. The Board provides and establishes policies and directives pertaining to the planning, promotion, development, construction, operation and maintenance of the Port facilities.

#### **JUSTIFICATION:**

The Port serves as the only commercial port on the island of Guam and serves as the primary transshipment hub for other islands in the Southwest Pacific region, such as, Commonwealth of the Northern Marianas Islands, Federated States of Micronesia, Republic of Marshall Islands and Palau. Citizens of Guam and neighboring islands depend on the Port to provide essential goods, most notably food products, medical supplies, building materials and fuel. Currently, more than 90 percent of the total volume of goods and supplies needed to support activities flow through the Port. In addition, the U.S. military relies on the Port to handle nearly all of the military cargo and equipment moving in and out of Guam to support Defense community's needs.

With over 90% of containerized and breakbulk commodities passing through its wharves and the lifeline between Guam, the region and the rest of the world, it is critically important that the Port invests in initiatives to upgrade its infrastructure, facilities, equipment to achieve resiliency, ensure supply chain sustainability and enhance operational capacity and services.

Over the past decade, the Port has grown and evolved into a world-class commercial port and has had significant success, evidenced with the recent successful completion of the \$50 million Port Modernization Program, the recent ground-breaking for Hotel Wharf Rehabilitation Projects, and federal funding to repair

Golf Pier and F-1 and F-6 wharves. Moving forward, the Port continues to develop its maintenance and capital improvement projects with future development partnership with U.S. Department of Defense's Indo-Pacific Strategy and Pacific Deterrence Initiatives.

Typhoon Mawar hit Guam on May 24, 2023 and left behind a massive trail of destruction. Port employees worked tirelessly to get the Port back up and in three days the Agency was fully operational. Based on the assessment conducted by Engineering staff, it was determined that the estimated cost of \$9 million plus would be needed to repair or replace the Port facilities due to damages sustained.

In addition to the repair of Port facilities as a result of damages sustained by Typhoon Mawar, in the next year, the Port will be embarking on major capital improvement projects to harden the Port infrastructure and acquire new cargo handling equipment to ensure resiliency and reliability for all Port users and communities, as well as, prepare for the increase of military cargoes as a result of the transfer of United States military forces from Okinawa to Guam. The priorities of the project are included in the Port's Readiness Plan which is reflected in the 2023 Master Plan Update. The key elements of this plan will include the wharf and pier service life extensions and strengthening our maritime infrastructure to accommodate current and future functions of the Port, as well as, adverse climate and environmental issues the island is facing.

Aside from the Port Readiness Plan, the Port will also be undertaking over 175 capital improvement projects over the next 5 years, to include marinas and harbor of safe refuge. Each division affected by this realignment will be working in collaboration with each other, Port's Owner Agent engineer consultants and contractors to ensure that such projects do not disrupt the flow of cargoes into the island and transshipment to our Micronesian neighboring islands. Hand-in-hand with this plan, a marketing and communications plan will play a critical part and success of the Port's progress and will provide a clear and concise plan to our customers and allow them to track and measure our progress.

To ensure the Port issues the necessary procurement solicitations required which will focus on making certain future readiness and resiliency of the modernized port through hardening its assets and acquiring new cargo handling equipment are done, there is a need for several classified positions within the Port's Classification and Compensation Plan.

The effectiveness of the Authority's organization depends on how well roles are designed, how clearly and appropriately the interrelationship of various positions is developed and how well practices for planning, decision-making and communication are established. The current organizational structure, established in 2006, has its limitations and therefore an organizational realignment would better enhance and promote teamwork between the divisions, increase resource visibility, and manifest an improved sense of self-governance by its employees.

In the latter part of 2021, the Port saw the departures of two senior managers as a result of retirement and no succession plan was in place which caused a void in the leadership for the Maintenance Department. To ensure the administration of the day-to-day activities and programs for the Maintenance Department are not disrupted, appointment was made for the Operations Manager to assume the Maintenance Manager without compensation. Also during this period, division heads, superintendents and leaders when asked to accept positions in an acting capacity, in most cases willingly absorb additional duties and responsibilities without compensation have proven to go above and beyond to ensure the Port's mission is fulfilled and the supply chain to the island is not disrupted.

In April 2021, Moody’s Investors Service issued a report that removed the Port Authority from credit watch based on strong finances despite the COVID-19 pandemic and demonstrated good cost control for fiscal years 2020 and 2021. In October 2022, S&P Global affirmed the “A” long-term rating on the Port’s series 2018 Port Revenue Bonds and through its credit opinion stated *“Our overall assessment for the Authority’s enterprise profile is strong, reflecting very strong economic fundamentals, and adequate market position and strong governance.”* In August 2023, the Guam Public Auditor announced that the Port achieved low-risk auditee status for the 4<sup>th</sup> consecutive year (2019 to 2022) in a row and said *“These clean, low risk status audits for the past four years demonstrate strong leadership and management from the General Manager and his team of dedicated, qualified and Port-strong employees.”*

The affirmation by S&P Global of the Port’s 2018 Revenue Bond, along with the Port’s low-risk designation from Moody’s Investors Service, would bring the Port the credibility needed to seek funding to replace the Port’s aging gantry cranes, rehabilitation of the wharves to ensure resiliency and replacing our aging facilities, and would show a commitment that the Port does not become a choke point for discharging and deploying military assets and commodities, in addition to management’s charge to keeping the Port 100% operational at all times.

To ensure the Port maintains this commitment, the current organizational structure of the Port will be realigned as follows:

1. Equipment Maintenance Division will be placed under the Operations Department.
2. Facility Maintenance Division will be established as a separate division.
3. Environmental Compliance Section will be separated from Occupational Health & Safety Division and established as a separate division.
4. Capital Improvement Projects Division will be merged with Engineering Division.
5. Marketing Division will be renamed as Marketing/Communication Division
6. Merge under Transportation Division the Equipment Operator and Crane Operator sections into one section.

The realignment will not displace any employee nor have any adverse effect upon any classified employees within the division. With this realignment, the following job specifications would need to be amended to streamline the role and responsibilities, optimize organizational effectiveness and reflect the duties and responsibilities expected of these positions.

Current Job Standard	Proposed Job Standard
Operations Manager	Operations & Equipment Maintenance Manager
Assistant Maintenance Manager	Assistant Equipment Maintenance Manager
Facilities Maintenance Superintendent	Facilities Maintenance Manager
Environmental Compliance Specialist	Environmental Compliance Administrator
Capital Improvement Projects Manager	Capital Improvement Projects & Engineering Manager
Port Marketing Administrator	Marketing & Communications Manager
Crane Operator Leader	Transportation Leader

The nature of work for these positions are described in detail in the proposed job standards and classification review which are attached.

**METHODOLOGY**

Human Resources staff reviewed the duties and responsibilities of the proposed amended job standards position using the job evaluation systematic process for assessing the content, relative size and importance of the job within our organization using a total of 12 measurement factors. Each factor indicates a point rating and sum of all points representing the total "points" value for the job. Also provided were the organizational and functional charts.

In summary, the job evaluation provides:

1. A structured approach to assessing the relative work of each job;
2. Measurement factors universally applicable across all sectors of industry, commerce, and government; and
3. Objectivity which is attained to avoid much of the irrational and/or emotional impact of personality conflicts and personal prejudices.

Part two of the methodology completes the evaluation of these positions in using the New Port Compensation structuring which is determined based on compensation comparison of Compensation trends of the Private Sector, State and Local Government on percentage changes in wages, salaries and benefits, including Market Percentiles, the determination of Certified/Technical and Professional Positions and regression analysis of base salaries.



CARMELITA C. NEVEDOG  
Acting Personnel Services Administrator

Date: 4/17/2024

Attachments

# **PORT AUTHORITY OF GUAM**

## **FUNCTIONAL STATEMENT**

**Fiscal Year 2024**

### **INTRODUCTION**

The Jose D. Leon Guerrero Commercial Port is established by Public Law 13-87, as a public corporation and an autonomous instrumentality of the Government of Guam. The Agency is mandated to provide for the needs of ocean commerce, shipping, recreational, commercial/boating and navigation of the Territory of Guam.

The enabling act provides that the Port must be entirely self-supporting, i.e., it must raise capital funds for construction projects by borrowing money on its own credit. Its financial obligations and administrative operating costs must be paid by monies generated from the use of its facilities and services in accordance with the provisions of the Port terminal tariff.

### **BOARD OF DIRECTORS**

The Board of Directors is composed of five (5) non-salaried members, appointed by the Governor with the consent and advice of the Guam Legislature. The Board provides and establishes policies and directives pertaining to the planning, promotion, development, construction, operation and maintenance of the Port facilities.

### **GENERAL MANAGER**

The General Manager, under the general direction of the Board of Directors, serves as Chief Executive Officer for the Authority. The General Manager has charge and control of the planning, organization, staffing, direction and coordination of the Authority's operations and business affairs. The General Manager is hired and employed at the pleasure of the Board.

Port Staff Attorney: Under the general supervision of the General Manager, the Port Staff Attorney provides legal advice and representation on a wide range of complex legal matters related to Port contractual rights and obligations, real estate, construction, maritime employment, government employment, conflicts of interest, procurement and other applicable local and federal laws.

Administrative Services: Provides administrative and secretarial services to the Board of Directors, General Manager and Deputy General Managers. Conducts reviews of the Port's internals and provides recommended solutions to management on improvement.

### **DEPUTY GENERAL MANAGER, OPERATIONS & MAINTENANCE**

The Deputy General Manager, Operations & Maintenance is under the general supervision of the General Manager. In the absence of the General Manager, the Deputy General Manager, Operations & Maintenance may serve as Acting General Manager. The position is hired and employed under the terms and conditions fixed by and at the pleasure of the Board of Directors.

The Deputy General Manager for Operations & Maintenance is responsible for the overall operations and administration of Compliance/Control, Operations and Maintenance departments.

### **CONTROL/COMPLIANCE DEPARTMENT**

#### **HARBOR MASTER DIVISION**

The division is responsible for providing and administering the overall safe and orderly movement, berthing, mooring and traffic of sea vessels within the Apra Harbor area.

#### **PORT POLICE DIVISION**

The division is functionally responsible for the protection of life and property through the Agency's law enforcement rules and regulations, Guam Criminal and Motor Vehicle Codes, U.S. Department of Transportation Maritime Security Act and applicable federal and local law enforcement programs, mandates, rules and regulations.

#### **OCCUPATIONAL SAFETY AND HEALTH DIVISION**

This division is responsible for the compliance and enforcement of the Occupational Safety & Health Act of Guam, federal and local mandates and regulations on marine terminal, and long shoring.

#### **ENVIRONMENTAL COMPLIANCE DIVISION**

This division is responsible for the compliance and enforcement of federal and local environmental programs at the Port, such as, hazardous waste, solid waste, air pollution, water quality, spill, prevention control and countermeasures, polychlorinated biphenyls (PCBs), and the Superfund Amendment Reauthorization Act (SARA) Title III.

#### **PLANNING DIVISION**

The division is responsible for securing and administering the federal grants in aid; ensuring compliance with federal and local regulations and program guidelines; evaluating the financial feasibility of proposed capital improvement projects; and providing technical advice to management regarding the effectiveness of the Agency's programs, operations or its productivity and efficiency.

#### **ENGINEERING/CIP DIVISION**

Responsible for providing management with professional civil engineering work involved in the overall planning, design and construction of seaport facilities. Also responsible for the coordination of the Agency's capital improvement projects in regards to the planning, implementing and monitoring of programs, functions and activities, including coordination with port and harbor agencies on the engineering aspects of cargo handling equipment and other port related operations, facilities, certifications, and pollution control.

## **OPERATIONS & EQUIPMENT MAINTENANCE DEPARTMENT**

The Operations & Equipment Maintenance Manager is under the general supervision of the Deputy General Manager of Operations & Maintenance. The position is responsible for the day-to-day operations and administration of the Transportation, Terminal, and Stevedoring and Equipment Maintenance divisions.

### **TRANSPORTATION DIVISION**

The division administers the programs, projects and activities involved in the operation of cargo handling equipment, such as, gantry cranes, top loaders, side loaders, forklifts, tractors, etc., for the vessel operations and special service requests.

**Dispatcher:** Charged with the responsibility of dispatching personnel and equipment assigned to the vessel operations; relaying and recording messages; and the maintenance of records of activities of the division.

**Crane Operator Section:** The section is responsible for operating the gantry cranes for the loading and unloading of containerized and breakbulk cargoes during vessel and normal operations. The section also assists the Equipment Operator Section in the operation of other related equipment.

**Equipment Operator Section:** The section is responsible for operating tractors, top loaders, side loaders, forklifts, and related equipment involved in the movement and storage of container and breakbulk cargoes during vessel and normal operations.

### **TERMINAL DIVISION**

The division administers the programs, projects and activities functionally charged with the responsibility for receiving, recording, storage, transfer, consignment and accountability of transit containerized and breakbulk cargoes within the terminal facilities and warehouses.

**Cargo Control Section:** The section accounts and issues containers received from vessel/customers; maintains control of container movements; records/verifies container locations; operates and accounts for receiving, storage, and issuing breakbulk cargoes in the transit warehouses. The section processes and physically inspects all transit vehicles or equipment prior to its issuance or export to consignees.

### **STEVEDORING DIVISION**

The division administers the operations, programs and activities involved in providing vessel operations with the necessary manpower, such as, the lashing and unlashng of containers, loading and unloading of containers and breakbulk cargoes, the stuffing and un-stuffing of containers, etc. Additionally, the division manufactures and repairs a variety of rigging equipment and devices.

**Cargo Handling Section:** Provides all manual work for vessel operations, such as, the lashing activities, rigging of cargoes, palletizing of cargoes, stuffing and un-stuffing of containers, etc. and operates vessel winches to load and unload cargoes.



Rigging Section: Manufactures, repairs and operates a variety of rigging equipment and devices, as well as, stocks up and provides necessary rigging equipment and devices for all vessel operations.

### **EQUIPMENT MAINTENANCE DIVISION**

This division is functionally charged with the responsibility for the maintenance and repair of all cargo handling equipment, such as, gantry cranes, tractor, top-loaders, side-loaders, diesel and gasoline-powered light and heavy equipment and vehicles. The division provides preventive maintenance work to prevent the corrosion of Port equipment and facilities.

Maintenance Control Section: Coordinates work projects for the maintenance, alteration, repair and upkeep of cargo handling equipment and vehicles.

Crane Maintenance Section: This section is functionally responsible for the maintenance and repair of mechanical, electrical and hydraulic systems of the gantry cranes to ensure that all operating sections have reliable and necessary cargo handling equipment. Assists the other sections in the repair of cargo handling equipment.

Fleet Maintenance Section: This section is responsible for the overhaul, maintenance and repair of diesel and gasoline-powered equipment to ensure that all sections have the necessary and reliable cargo handling equipment to perform their assigned functions.

Corrosion Control Section: This section is responsible for providing preventive maintenance work to effectively prevent or stop the corrosion on the structural framework of the gantry cranes, top-loaders, side-loaders, tractors, forklifts and vehicles.

Welding Section: This section is responsible for providing welding work on the structural framework of the cargo handling equipment and Port's facilities.

### **FACILITY MAINTENANCE DEPARTMENT**

The division is responsible for the administration of programs, projects and activities involved in the maintenance, alteration, repair and upkeep of the Port facilities, warehouses, trade shops and grounds.

Maintenance Control Section: Coordinates work projects for the maintenance, alteration, repair and upkeep of buildings, marinas and grounds.

Building Maintenance & Janitorial Section: This section provides all services involved in the construction, maintenance, alteration, and upkeep of wooden structures, such as, offices, doors, windows, floors, cabinets and partitions. Responsible for the installation, alteration and maintenance of the plumbing systems, fittings and accessories. Also provides custodial services, housekeeping and grounds maintenance work and minor maintenance repair work on the plumbing/electrical systems, office furniture, equipment and building structures.

Refrigeration/Electrical Section: This section is responsible for the installation, maintenance and repair of the central and window-type conditioning units and water cooling systems. In addition, installs, maintains, alters, and repairs electrical systems for the administrative buildings, offices, and trade shops.

**DEPUTY GENERAL MANAGER, ADMINISTRATION & FINANCE**

The Deputy General Manager for Administration & Finance is responsible for the overall operations and administration of Marketing/Public Relations Division and Corporate Services Department which includes General Administration, Commercial, Human Resources, Information Technology, Procurement & Supply, Finance and Marketing divisions.

**MARKETING & COMMUNICATIONS DIVISION**

Responsible for the planning, developing, coordinating and implementing of the Agency's local, regional and worldwide marketing and communication activities and efforts.

**CORPORATE SERVICES DIVISION**

The Corporate Services Manager is under the general supervision of the Deputy General Manager, Administration & Finance. The position provides technical advice to management regarding the programs, projects, activities and operations of Finance, Human Resources, Information Technology, Procurement & Supply, Commercial, and General Administration divisions.

**GENERAL ADMINISTRATION DIVISION**

The division is responsible for the Authority's internal/external mail distribution, switchboard operations and all major reproduction services. This division is responsible for the records management program for the Authority.

**COMMERCIAL DIVISION**

The division oversees all real estate and appurtenances controlled by the Port and responsible for projects pertaining to the planning, organizing, controlling of the property planning and development of the Commercial Port and Industrial Complex and all other Port real property. The division is also responsible for the day-to-day management of the programs and activities involving the operation, maintenance and repair of the marina and its facilities.

**INFORMATION TECHNOLOGY DIVISION**

Responsible for the administration and control of data processing services for informational, financial, personnel, voice and data communications and other management functions.

**FINANCE DIVISION**

The Finance Division is responsible for the development and maintenance of the Authority's payroll, accounting, and billing functions. Also responsible for the continual review of accounting controls to safeguard all assets and to ensure fulfillment of commitments to management; and for coordinating the annual audit of the authority with an independent public accounting firm retained by the Board of Directors.

Expense Accounting Section: Responsible for accuracy and timeliness of all accounts payables, establishing and maintaining fixed asset property inventory records and validating, auditing and payment of approximately 400 daily/weekly time cards and the issuance of bi-weekly paychecks to include payroll deductions and fringe benefit allotments.

Revenue Accounting Section: Responsible for the invoicing of billable services and use of facilities with the Port tariff provisions, maintenance of the general ledger and collection of revenues.

### **PROCUREMENT AND SUPPLY DIVISION**

This division is responsible for the procurement and supply, inventory and surplus property programs for the Agency.

Procurement Section: This section is responsible for ensuring that the General Manager's delegation of procurement authority is safe guarded; ensures that all applicable federal and territorial procurement rules and regulations are adhered to.

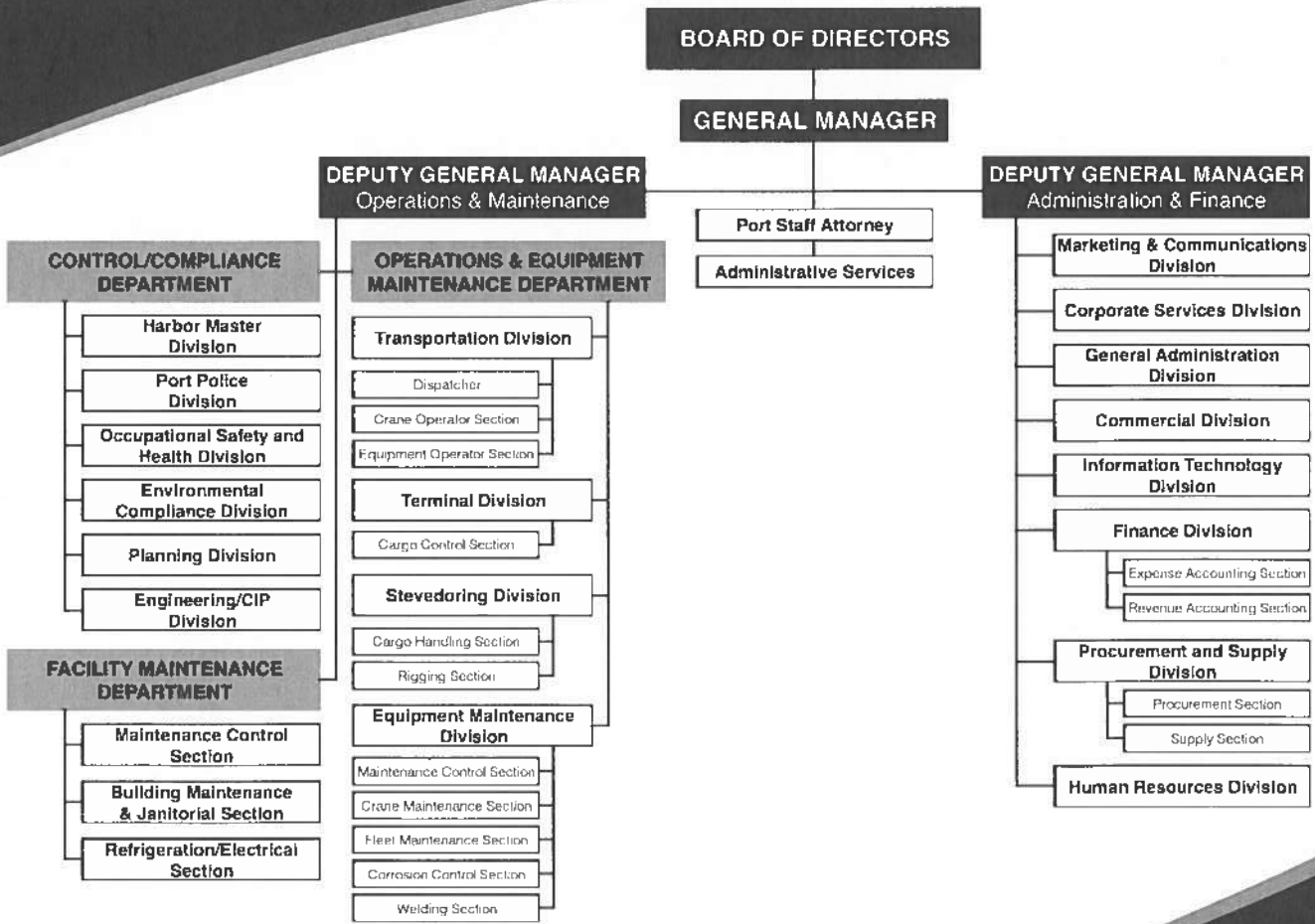
Supply Section: This section is responsible for multi-million-dollar parts/supplies inventories; operate and maintain the sole parts/supply warehouse for the entire Port Authority.

### **HUMAN RESOURCES DIVISION**

This division is responsible for the development, coordination, planning and administration of a comprehensive personnel program for the Agency. These programs include, but not necessarily limited to, position classification and compensation plans, employee development and service functions, employment and recruitment, training, equal employment opportunity, employee relations activities, and the maintenance of personnel records for all employees.

# PORT AUTHORITY OF GUAM

Jose D. Leon Guerrero Commercial Port  
FY 2024 FUNCTIONAL CHART



## FISCAL NOTE

1. Fiscal effect: Identify the fiscal effect on the agency appropriations compared to funding levels and appropriations anticipated under current Budget.

	FY 2024				FY 2025			
	General	Crane Surcharge	FMF	Marinas	General	Crane Surcharge	FMF	Marinas
Revenues								
Expenditures	\$42,253				\$100,787			
Budget								

2. A. Fiscal impact summary: *Provide a brief summary of the measure, including description of the provisions having fiscal impact*

The Port is in the process of petitioning for the realignment of Port organizational structure and amendment of job standards of the listed positions under the Port's Classification and Compensation Plan as adopted by Board Resolution No. 2023-15.

- Facilities Maintenance Manager
- Operations & Equipment Maintenance Manager
- Assistant Equipment Maintenance Manager
- Capital Improvement Projects & Engineering Manager
- Marketing & Communications Manager
- Transportation Leader

The salaries and benefits for the positions has also been identified. The following are different levels recommended for the listed positions and their corresponding salary ranges.

### Facilities Maintenance Manager

Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
O-6D	\$ 110,118	O-7D	\$ 114,589

### Operations & Equipment Maintenance Manager

Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
P-9B	\$ 141,101	P-10B	\$ 146,830

### Assistant Equipment Maintenance Manager

Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
O-6A	\$ 106,879	O-7A	\$ 111,219

### Capital Improvement Projects & Engineering Manager

Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
P-8A	\$ 134,252	P-9A	\$ 139,704

**Marketing & Communications Manager**

Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
O-6D	\$ 110,118	O-7D	\$ 114,589

**Transportation Leader**

Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
J-8B	\$ 57,540	J-9B	\$ 59,876

B. Fiscal impact sections: *Identify and provide a brief description of the sections of the measure which have fiscal impact. Include any assumptions and comments relevant to the analysis.*

The General Manager will be presenting to the Board on April 25, 2024 the Realignment of the Port Organizational Structure and Amendment of Job Standards on (6) six positions, as follows: Facilities Maintenance Manager, Operations & Equipment Maintenance Manager, Assistant Equipment Maintenance Manager, Capital Improvement Projects & Engineering Manager, Marketing & Communications Manager, Transportation Leader. The funding for the six positions will come from the Vacancy Pool.

3. Fiscal effect detail: *For information shown under state fiscal effect in 1A, please:*

A. Revenues:

B. Expenditures:

If the Port decides to hire based on the minimum salary for the six positions starting May 4, 2024 the total pro-rated amount for FY 2024 is \$42,253. The hiring of the six new positions will increase the salary for FY 2025 to \$100,787.

C. Budget: *Explain the appropriations amounts. Provide detail, when appropriate, for each agency and fund affected. Explain the relationship between the amounts shown for expenditures and appropriations. Indicate whether the appropriation or a part of the appropriation is included in the executive budget or relates to a continuing appropriation.*

The appropriations for the realignment of the six positions will come from the Vacancy Pool budget based on the YTD for FY 2024. The expenditures for FY 2024 and FY 2025 are indicated in Section 1.



Name: Jose B. Guevara III, Chief Financial Officer  
 Division: Finance Division  
 Telephone: (671) 477-5931 ext. 211  
 Date Prepared: 4/22/2024

**PROPOSED AMENDMENT to JOB STANDARD of  
FACILITIES MAINTENANCE SUPERINTENDENT to  
FACILITIES MAINTENANCE MANAGER**

**CLASSIFICATION REVIEW:**

The proposed Facilities Maintenance Manager position will manage the routine and emergency maintenance of the Port Authority of Guam's fixed facility assets. The position will perform skilled technical repair and maintenance work on all Port facilities, to include electrical, plumbing, HVAC, carpentry, landscaping and other building maintenance and small equipment repair work. The position will perform inspections, diagnoses problems and makes appropriate repairs or coordinates repairs with outside contractors. The position will be required to promote the Port's mission and value statements. The position will take an active role in improving overall organizational performance, especially, as related to addressing opportunities for improvement in the areas of facility maintenance, facility fixed equipment and facility grounds maintenance.

The position requires knowledge of:

- Applicable federal and local state and building codes and building maintenance procedures.
- Public administration principles and practices including project management, facilities maintenance, budgeting and training.
- Understand all standards pursuant to the policies and procedures of the Port safety and environmental.
- General knowledge of mechanical operating system principles, building construction, facilities and grounds maintenance requirements.
- Basic math and accounting skills to aid in preparing a budget, tracking expenditures and purchasing wisely to show accountability for funds spent.
- Ability to use basic office equipment including personal computer with knowledge of Microsoft Office, Excel and Outlook, calculator, fax machine, copy machine and telephone.

The position requires ability to effectively use and possess skills in:

- Manage employees who perform maintenance work.
- Management of multiple responsibilities, projects and tasks simultaneously, work under deadlines and meet deadlines in a stressful or difficult situations.
- Independent judgment and decision making when required with the ability to operate without supervision.
- Accomplish small construction projects that require various construction techniques, such as, framing, welding and cutting.
- Keep accurate records and reports as appropriate for the position.
- Prioritize assigned projects. Establish goals and work within the framework of the Port.
- Adapt to change and new challenges, completing assigned projects.
- Provide support to team efforts by accepting challenging roles and responsibilities while helping others to achieve professional objectives.
- Create a working environment where customer service is a priority.
- Establish and maintain satisfactory working relationship with the general public, local and federal personnel, co-workers and subordinates.

Classification Review

Proposed Amendment to Job Standard of Facilities Maintenance Superintendent to  
Facilities Maintenance Manager

Page 2

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- Communicate effectively both verbally and in writing; demonstrate proficiency in the use of computer technology and job relevant software programs.
- Teach subject matter to others and train others through explanation, demonstration or practice.
- Operate hand tools, power tools, ladders, welders, torches, forklifts, heavy equipment and vehicles in a safe and efficient manner.
- Work a flexible schedule based on the needs of the Port.

The position will be managing the programs and activities of the following sections under the Facilities Maintenance Division with a total of 26 employees. Out of the 26 employees, the position supervises 2 supervisors on the daily activities of Electrical/Refrigeration & Building Maintenance Sections.

1. Electrical/Refrigeration: 9 employees
  - 1 – Electrician Supervisor
    - 1 – Electrician Leader
    - 2 – Electrician II
    - 1 – Electrician I
    - 1 – Refrigeration Mechanic II
    - 3 – Refrigeration Mechanic I
2. Janitorial Services – 5 employees
  - 2 – Maintenance Custodian Leader
  - 3 – Maintenance Custodian
3. Building Maintenance – 12 employees
  - 1 – Building Maintenance Supervisor
    - 2 – Building Maintenance Leader
    - 3 – Plumber II
    - 2 – Carpenter II
    - 4 – Maintenance Worker II

The position reports to the Deputy General Manager, Operations & Maintenance. The dimensions of the position are:

No. of Personnel:	26
Operating Budget:	\$1,817,934

Guidelines to be used by this position includes established laws, agency/division policies and the principles, methods, practices, and techniques involved in local and federal procurement.

The experience and training of the position requires possession of a high school diploma and five (5) years progressively responsible experience overseeing or performing functions in an effective program in administration, operations or planning of a seaport cargo handling facility maintenance program, to include marinas and other port properties, to include three (3) years as a direct supervisory responsible for direction and evaluation of staff.



The job evaluation points process is based on twelve (12) job factors (i.e., education, experience, complexity, scope of work, problem solving, freedom to act/supervision received, work environment, physical demands, impact of discretionary decisions, human relations skills/contacts, authority exercised and supervisory/managerial responsibility. Additionally, a comparative analysis was conducted of the proposed position's counterparts within the organization. The factors in determining the pay grade allocation are attached.

**ANALYSIS OF SIMILARITIES AND DIFFERENCES:**

A review of the Government of Guam Classification Plan's Occupational Listing and other autonomous agencies staffing patterns reveal there are positions that are closely associated with the proposed amended Facilities Maintenance Manager position, however, those positions are subjected to the sole use of the line departments or autonomous agencies and cannot be used by the Port Authority of Guam.

As a result, it is recommended that Facilities Maintenance Superintendent job standard be amended to reflect Facilities Maintenance Manager job standard under the Port's Classification and Compensation Plan.

**FISCAL NOTE:**

The full-time equivalency (FTE) and funding has been identified and approved by the Board of Directors.

**RECOMMENDATION:**

Our review has determined the following pay grade allocation for the Facilities Maintenance Manager:

Structural Adjustment – Minimum	Structural Adjustment – Maximum
O-6D \$110,118	O-7D \$114,589

Based on the above and the attached analysis and documents, the job standard of Facilities Maintenance Superintendent be amended to reflect Facilities Maintenance Manager and the resultant pay grade allocations at the pay grades indicated above in the classified service.

  
CARMELITA C. NEDEDOG  
Acting Personnel Services Administrator

Date: 4/17/2024

Attachments

Classification Code Number: \_\_\_\_\_

**FACILITIES MAINTENANCE MANAGER  
(Proposed Amendment)**

**NATURE OF WORK IN THIS CLASS:**

Under the general direction of the Deputy General Manager for Operations and Maintenance, manages the routine and emergency maintenance of the Port Authority of Guam's fixed facility assets. Performs skilled technical repair and maintenance work on all Port facilities. Work includes: electrical, plumbing, HVAC, carpentry, landscaping and other building maintenance and equipment repair work. Performs inspections, diagnoses problems and makes appropriate repairs or coordinates repairs with outside contractors. Promotes the Ports' mission and value statements. Takes an active role in improving overall organizational performance, especially, as related to addressing opportunities for improvement in the areas of facility maintenance, facility fixed equipment and facility grounds maintenance.

**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.)

**Facility Maintenance Coordination:** Coordinates, monitors and performs preventive, predictive and proactive maintenance and repairs of the Port's facilities, which includes the following:

Ensures Port facilities are well maintained and safe at all times through preventive maintenance and repair work on a variety of buildings, warehouses, infrastructures, marinas and grounds. Assists division heads to provide organizational control over facility conditions to avoid and/or reduce the impact of the Port's primary functions. This coordination has the goal of early identification and control of maintenance issues in order to limit injuries and financial output. Receives and evaluates repair requests from divisions to determine if repair should be performed in-house or through a contracted repair service. Solicits quotations from vendors/contractors, negotiates pricing and timeframes and secures contract with vendor/contractor. Works with contractors and outside vendors. Manages employees that perform maintenance work. Schedules all maintenance inspection related to Port facilities and ensures that inspections are current and compliant with relevant codes and standards. Schedules and performs preventive maintenance on facility system and equipment including HVAC systems, electrical systems, power generators, exhaust systems, bay door operations systems and building structures including roofs, gutters, doors, drywall, flooring and painting. Documents repair request completion to include time requirements, repair/part costs and notification of completion to reporting parties. Maintains detailed records on all facilities including repair records, preventive maintenance schedules, and cost of repairs. Maintains a variety of hand and shop tools and equipment. Maintains a small inventory of commonly used repair parts in a clean and orderly location.

**Facility Construction Management:** Collaborates with Engineering/CIP and Strategic Planning Divisions in the participation in the design, coordination and management of all port construction projects.

**Future Facility Requirements:** Coordinates and manages the operational activities, programs, functions, services and budget for facilities maintenance including technical and cost/benefit justification. Assists in the development of long-term capital plans for facility improvement, repairs and financial planning.

**Agency Interaction:** When necessary, represents the Port on matters of facility maintenance with other Government and federal agencies.

Leadership: Serves on committees related to facilities maintenance. Attends and/or conducts a variety of meetings that serve to improve the maintenance of the Port facilities. Assists in the development and implementation of policies and procedures related to facilities maintenance.

Complies with all standard operating procedures, local and federal rules and regulations relating to port.

Performs other duties as required or assigned.

**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of:

- Applicable federal and local state and building codes and building maintenance procedures.
- Public administration principles and practices including project management, facilities maintenance, budgeting and training.
- Understand all standards pursuant to the policies and procedures of the Port safety and environmental.
- General knowledge of mechanical operating system principles, building construction, facilities and grounds maintenance requirements.
- Basic math and accounting skills to aid in preparing a budget, tracking expenditures and purchasing wisely to show accountability for funds spent.
- Ability to use basic office equipment including personal computer with knowledge of Microsoft Office, Excel and Outlook, calculator, fax machine, copy machine and telephone.

Skills and Ability to effectively:

- Manage employees who perform maintenance work.
- Management of multiple responsibilities, projects and tasks simultaneously, work under deadlines and meet deadlines in stressful or difficult situations.
- Independent judgment and decision making when required with the ability to operate without supervision.
- Accomplish small construction projects that require various construction techniques, such as, framing, welding and cutting.
- Keep accurate records and reports as appropriate for the position.
- Prioritize assigned projects. Establish goals and work within the framework of the Port.
- Adapt to change and new challenges, completing assigned projects
- Provide support to team efforts by accepting challenging roles and responsibilities while helping others to achieve professional objectives.
- Create a working environment where customer service is a priority.
- Establish and maintain satisfactory working relationship with the general public, local and federal personnel, co-workers and subordinates.
- Communicate effectively both verbally and in writing; demonstrate proficiency in the use of computer technology and job relevant software programs.
- Teach subject matter to others and train others through explanation, demonstration or practice.
- Operate hand tools, power tools, ladders, welders, torches, forklifts, heavy equipment and vehicles in a safe and efficient manner.
- Work a flexible schedule based on the needs of the Port.

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Five (5) years progressively responsible experience overseeing or performing functions in an effective program in administration, operations or planning of a seaport cargo handling facility maintenance program, to include marinas and other port properties, to include three (3) years as a direct supervisory responsible for direction and evaluation of staff and possession of a Bachelor's degree in the academic field of facilities maintenance, building construction, safety or industrial engineering or a closely related field from an accredited college or university; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED:

AMENDED:

EVALUATION POINTS: 1162

PAY GRADE:

Structural Adjustment – Minimum: O-6D \$110,118

Structural Adjustment – Maximum: O-7D \$114,589

**JOB EVALUATION**  
For  
**FACILITIES MAINTENANCE MANAGER**

<b>Factors</b>	<b>Points</b>	<b>Comments</b>
Education	J 132	Tertiary/Professional: Requires a post high school tertiary qualifications, polytechnic or equivalent educational institution. Bachelor's degree including degrees with double majors and conjoint degrees.
Experience	J 152	Diverse: Experience in managing/administering a major function/department or division of a small to medium size organization or a major department/branch of a large organization, e.g., 8 to 10 years + experience.
Complexity	D 55 284 156.2	Involved: Whilst the end results are still generally defined the means of achieving them are becoming unspecified and as a result more complex. The need to balance continuous conflicting demands together with an increasing level of unpredictability is encountered.
Scope of Work	D 20 284 56.8	Managerial: Management of a significant operational or functional unit/department or division including the planning, directing, controlling of all activities and resources.
Problem Solving	E 132	Complex: Problems contain unexpected and unusual elements not previously encountered. Extensive research may be required. Corporate policies and available expertise will not necessarily provide a complete answer to the problem.
Freedom to Act/Supervision Received	E 115	Guidance: Jobholder is expected to work with a large of independence within the organization's plans, policies and reporting requirements. Overall guidelines and objectives are discussed initially and progress is reviewed intermittently and informally.
Work Environment	B1 16	Work performed indoors in favorable working conditions but with occasional exposure to unpleasant environmental influences, e.g., as noise, heat, dirt, cold, dampness, etc.
Physical Demands	A1 22	Work is usually performed sitting, with the opportunity to stand and walk freely.
Impact of Discretionary Decisions	D2 76	Direct impact of single decision causes major impact which can be expressed in dollar terms of tens of thousands of dollars.
Human Relations Skills/Contacts	E3 76	Sensitive/Responsive: Extensive contact with a large part of the organization and/or a need to lead, motivate and direct staff in sensitive employee relationships conditions.
Authority Exercised	G3 152	Approves routine expenditure within budgetary limits and is accountable for an O&M budget \$2 million to \$20 million.
Supervisory & Managerial Responsibility	E2 76	Has supervisory/managerial responsibility for 100-299 staff and oversight responsibility of contractors' employees.
<b>TOTAL POINTS</b>	<b>1162</b>	

**PAY GRADE ALLOCATION**

<b>Job Evaluation Points</b>	<b>Pay Grade/Step &amp; Sub-Step</b>	<b>Minimum Salary</b>	<b>Pay Grade/Step &amp; Sub-Step</b>	<b>Maximum Salary</b>
1162	O-6D	\$110,118	O-7D	\$114,589

# PORT AUTHORITY OF GUAM



## POSITION DESCRIPTION

### 1.0 IDENTIFICATION

<b>POSITION TITLE</b>	Facilities Maintenance Manager
<b>POSITION NUMBER</b>	
<b>NAME OF EMPLOYEE</b>	
<b>NAME OF DIRECT SUPERVISOR</b>	Dominic G. Muna
<b>TITLE OF DIRECT SUPERVISOR</b>	Deputy General Manager, Operations & Maintenance
<b>JOB LOCATION (Department / Agency)</b>	Port Authority of Guam
<b>DIVISION</b>	Facility Maintenance
<b>DEPARTMENT</b>	Facility Maintenance
<b>SECTION / UNIT</b>	
<b>FLSA</b>	
<b>CLASSIFICATION</b>	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
<b>JOB EVALUATION POINTS</b>	1162
<b>PAY GRADE</b>	O-6D
<b>POSITION DESCRIPTION (Reviewed)</b>	

**2.0 DESCRIPTION OF DUTIES**

**2.1 ESSENTIAL FUNCTIONS**

Organize and list duties and/or responsibilities that must be performed using one of the formats below:

- a) Daily work assignments, beginning with the first duty and ending with the last duty of the day
- b) Percentage of time. Show % for each duty and/or responsibility (Note: total % should equal 100%)
- c) Order of importance, beginning with the most important

Mark with an [ X ] one format only: a)  b)  c)

Duty No or % of Time	Duties and/or Responsibilities
1	Facility Maintenance Coordination: Coordinates, monitors and performs preventive, predictive and proactive maintenance and repair of a variety of Port facilities to include buildings, warehouses, infrastructures, marinas and grounds.
2	Facility Construction Management: Collaborates with Engineering/CIP and Strategic Planning divisions in the participation in the design, coordination and management of all Port construction projects.
3	Future Facility Requirements: Coordinates and manages the operational activities, programs, functions, services and budget for facilities maintenance including technical and cost/benefit justification. Assist in the development of long-term capital plans for facility improvement, repairs and financial planning.
4	Agency Interaction: When necessary, represents the Port on matters of facility maintenance with other Governmental and federal agencies.
5	Leadership: Serves on committees related to facility maintenance.
6	Complies with all standard operating procedures, local and federal rules and regulations relating to port.
7	Performs related duties as assigned.

**2.2 NON-ESSENTIAL OR ADDITIONAL FUNCTIONS**

List duties and responsibilities not listed above that may be performed, as assigned:

Duty No or % of Time	Duties and/or Responsibilities
	None

**3.0 CONTACTS**

Departments, agencies and/or individuals you deal with during the course of your daily activities:

**3.1 WITHIN DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
	15 - 50% of total working hours
X	Over 50% of total working hours

**3.2 OUTSIDE DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
	15 - 50% of total working hours
X	Over 50% of total working hours

**4.0 SUPERVISION RECEIVED**

How closely is the employee / job holder's work reviewed by their direct Supervisor.

Mark one correct response below with an [ X ]

	Detailed and specific instructions / procedures received or followed for each assignment
	General Supervision - Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
	Direction - Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, managers and supervisors.
X	General Direction - Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)



**5.0 SUPERVISION EXERCISED**

The employee / job holder supervises other employees. List the number of employees supervised, their position titles and a brief description of their responsibilities.

If the employee has no supervisory responsibility mark [ X ] in this box

No Supervised	Position Title	Description of Responsibilities
1	Building Maintenance Supervisor	Supervises daily activities for plumbing, carpentry, painting, janitor and grounds maintenance work.
1	Electrician Supervisor	Supervises daily activities for electrical and HVAC work.

**6.0 EQUIPMENT**

List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

%	Tools / Equipment
100%	Personal Computer

**7.0 JOB REQUIREMENTS**

Mark [ X ] in this box if the job holder is unable to complete this section. The direct Supervisor will then complete this section for the job holder.

**7.1 MINIMUM QUALIFICATION REQUIREMENTS**

Identify below the minimum experience and training a qualified applicant must have before employment.

**7.1.1 WORK EXPERIENCE**

List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark an [ X ] in box a) "No work experience required."

a) No work experience required

b) General	Years	Months

c) Specialized	Years	Months
Overseeing or performing functions in an effective program in administration, operations or planning of seaport cargo handling facility maintenance program to include marinas and other port properties.	5	0

d) Supervisor / Management	Years	Months
Direct supervisory experience responsible for direction and evaluation of staff.	3	0

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

	Years	Months

**7.1.2 FORMAL EDUCATION OR TRAINING**

Mark an [ X ] in the box that indicates the most applicable education level required :

- Below High School. Show number of years :
- High School Graduation / GED
- Vocational / Technical School. Detail below the specific training that is required by this position :


Some College. Show number of  Semester Hours, or  
 Quarter Hours

Detail below specific courses required by the essential functions of this position:


College Degree. Show major area of study required :

Associates :	
Bachelors :	Academic field of facilities maintenance, building construction, safety or industrial engineering or closely related field from an accredited college or university.
Masters :	
Beyond Masters :	

**7.1.3 CRITICAL SKILLS / EXPERTISE**

List specialized skills or specialization needed to perform essential functions:

Manage employees who perform maintenance work.
Manage multiple responsibilities, projects, tasks simultaneously, work under deadlines and meet deadlines in stressful or difficult situations.
Independent judgment and decision making when required with the ability to operate without supervision.
Accomplish small construction projects that require various construction techniques, such as, framing, welding and cutting.
Communicate effectively both verbally and in writing; demonstrate proficiency in the use of computer technology and job relevant software programs.

**7.1.4 LICENSE / REGISTRATION OR CERTIFICATION**

List possession of required license, professional registration/certification needed to perform essential functions:


**7.2 MENTAL / VISUAL / PHYSICAL & ENVIRONMENTAL JOB REQUIREMENTS**

**7.2.1 PHYSICAL REQUIREMENTS**

Mark with an [ X ] below the most appropriate physical requirement(s) for the job.

	Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
	Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
X	Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time.
	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
	Lifting	Employee is required to raise or lower objects from one level to another regularly.
	Pulling and/or Pushing	The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee.
	Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
	Reaching	The employee is regularly required to use the hands and arms to reach for objects.
	Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
X	Speaking	The job requires expressing ideas by the spoken word.
X	Listening	The job requires the perception of speech or the nature of sounds in the air.
	Other	See description below

Describe any other physical job requirements below :


**7.2.2 MENTAL / VISUAL REQUIREMENTS**

Mark with an [ X ] below the most appropriate mental / visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (e.g. tractor trailer driver, fire fighter, line electrician, etc.)

- Verbal Intelligence (typical for counsellors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other (outline below)


### 7.2.3 WORK ENVIRONMENT & WEATHER EXPOSURE

Selecting one response only show what percent of a typical workday is spent :

%

- 90      Indoors in a comfortable temperature-controlled environment (for instance, in an office)
- Indoors in a non-temperature-controlled environment (e.g. storerooms and warehouses, etc.)
- 10      Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- Outdoors but in an enclosed vehicle protected from extreme weather conditions.

### 7.2.4 OTHER PHYSICAL WORKING CONDITIONS

Mark an [ X ] in the box if none of the following is applicable

Show what percent of a typical workday this position is exposed to:

%

- 10      Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odours).
- 10      Vibration (i.e., operating jackhammer, impact wrench).
- 10      Noise (Exposure at a level enough to cause hearing loss or fatigue).
- 10      An improperly illuminated or awkward and confining work space.
- 10      Working above ground level where the chance of falling exists (e.g. ladders, bucket trucks etc)

Lifting or carrying items or objects. Describe item/object and weight:


Heat. Describe source and degree of high temperature.


Cold. Describe source and degree of cold temperature:


Other hazards. Describe:


**7.2.5 IRREGULAR / UNUSUAL JOB REQUIREMENTS**

Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

Mark an [ X ] in the box if not applicable

Condition	Frequency of Exposure

**7.3 WORK SCHEDULE / HOURS**

Work Schedule/Hours – Mark an [ X ] the most appropriate work schedule/hours for the job.

- Regular - Standard Eight (8) hours daily, Monday - Friday
- Irregular - Shift work - A 24-hour work operation.
- Regular / Irregular - Overtime hours with overtime pay entitlement

State purpose and average total hours required per pay period:


Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:

Only upon emergency situations, e.g., typhoons which requires the presence of the individual to coordinate with outside vendors and division heads.

The information given on this position is complete and correct.

\_\_\_\_\_

Signature of Employee

\_\_\_\_\_

Date

**PROPOSED AMENDMENT to JOB STANDARD of  
OPERATIONS MANAGER to  
OPERATIONS & EQUIPMENT MAINTENANCE MANAGER**

**CLASSIFICATION REVIEW:**

The proposed Operations & Equipment Maintenance Manager position will be responsible for the management and administration of the Operations Division, comprised of Transportation, Stevedoring and Terminal divisions who provides cargo handling service activities and Equipment Maintenance Division responsible for the maintenance and repair activities of all cargo handling equipment. The position formulates and administers administrative and operational policies and procedures for the department relating to the maintenance and repair of cargo handling equipment and safe and efficient cargo movements within the port terminal facilities and from vessels calling port. The position participates in the planning, construction and modification of cargo handling equipment and terminal facilities and reviews designs for safety and operational efficiency.

The position requires knowledge of:

- Operational, characteristics, services and activities of a marine terminal and a maintenance and repair system for cargo handling equipment.
- Occupational hazards and standard safety practices.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal and local laws, codes and regulations.

The position requires ability to effectively use and possess skills in:

- Administer the program and activities of a seaport terminal operation and maintenance and repair system for cargo handling equipment.
- Oversee, direct and coordinate the work of staff.
- Supervise, training and evaluate staff.
- Evaluate operational effectiveness and recommend changes in organization, policies and procedures to improve effectiveness.
- Monitor the operational efficiency of the cargo handling equipment and schedule needed maintenance.
- Participate in the development and administration of the Agency's goals, objectives and procedures.
- Prepare clear and concise administrative reports.
- Analyze problems, identify administrative solution, project consequences of proposed actions and implement recommendations in support of goals.
- Establish and maintain satisfactory working relationship with the general public, local and federal personnel, co-workers and subordinates.

The position will be managing the programs and activities of the Operations and Equipment Maintenance Divisions with a total of approximately 204 employees. The position supervises the Assistant Operations Manager, Assistant Equipment Maintenance Manager, Administrative Officer, Planner III and Planner-Work Coordinator. The position has oversight supervisory authority over the Stevedoring Superintendent, Terminal Superintendent, Transportation Superintendent, Equipment Maintenance Superintendent and Manager for Equipment Support Services.



Guidelines to be used by this position includes established laws, agency/division policies and the principles, methods, practices, and techniques involved in local and federal procurement.

The experience and training of the position requires possession of a high school diploma and seven (7) years of progressively responsible experience overseeing or performing functions in an effective program in administration, operations or planning of a seaport terminal and cargo handling equipment operations and maintenance and repair programs, to include three (3) years as a direct supervisory responsible for direction and evaluation of staff.

The job evaluation points process is based on twelve (12) job factors (i.e., education, experience, complexity, scope of work, problem solving, freedom to act/supervision received, work environment, physical demands, impact of discretionary decisions, human relations skills/contacts, authority exercised and supervisory/managerial responsibilities. Additionally, a comparative analysis was conducted of the proposed position's counterparts within the organization. The factors in determining the pay grade allocation are attached.

**ANALYSIS OF SIMILARITIES AND DIFFERENCES:**

A review of the Government of Guam Classification Plan's Occupational Listing and other autonomous agencies staffing patterns reveal there are positions that are closely associated with the proposed amended Operations and Equipment Maintenance Manager position, however, those positions are subjected to the sole use of the line departments or autonomous agencies and cannot be used by the Port Authority of Guam.

As a result, it is recommended that Operations Manager job standard be amended to reflect Operations and Equipment Maintenance Manager job standard under the Port's Classification and Compensation Plan.

**FISCAL NOTE:**

The full-time equivalency (FTE) and funding has been identified and approved by the Board of Directors.

**RECOMMENDATION:**

Our review has determined the following pay grade allocation for the Operations & Equipment Maintenance Manager:

Structural Adjustment – Minimum	Structural Adjustment – Maximum
P-9B \$141,101	P-10B \$146,830

Classification Review  
Proposed Amendment to Job Standard of Operations Manager to  
Operations and Equipment Maintenance Manager  
Page 3

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Based on the above and the attached analysis and documents, the job standard of Operations Manager be amended to reflect Operations & Equipment Maintenance Manager and the resultant pay grade allocations at the pay grades indicated above in the classified service.



CARMELITA C. NEDEDOG  
Acting Personnel Services Administrator

Date: 4/17/2024

Attachments

Classification Code Number: \_\_\_\_\_

**OPERATIONS & EQUIPMENT MAINTENANCE MANAGER  
(Proposed Amendment)**

**NATURE OF WORK IN THIS CLASS:**

Administers the programs and activities of the Operations and Equipment Maintenance divisions of the Port Authority of Guam.

**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.)

Administers the programs and activities of the Operations divisions comprised of Stevedoring, Transportation and Terminal and Equipment Maintenance divisions.

Formulates and administers administrative and operational policies and procedures of the Operations and Equipment Maintenance divisions relating to cargo operations including loading/off-loading cargoes from vessels and staging of cargoes within the terminal yard and maintenance and repair programs and activities of the Port's cargo handling equipment.

Maintains inspections of Port operations and cargo handling equipment to determine and develop means of improving existing methods of operations, submits plans and recommendations for expansion of facilities and evaluates and formulates standard operating procedures and policies. Provides management with advice on efficiency and effectiveness of service delivery methods and procedures.

Prepares the Authority's annual and five-year capital improvement project plans on seaport terminal facility and cargo handling equipment needs for management's approval. Participates in the forecast of funds needed for staffing, equipment, materials and supplies. Monitors and approves expenditures and implements adjustments.

Participates in the development and implementation of goals, objectives, policies and priorities for assigned maintenance and repair of marine equipment programs and cargo operations. Recommends and administers policies and procedures and staffing levels.

Plans, directs, coordinates, evaluates and reviews the work plan for assigned staff. Assigns work activities, projects and programs. Reviews and evaluates products, methods and procedures. Meets with subordinate staff to identify and evaluate problems.

Works closely with consultants and Port Engineering, Strategic Planning, Procurement staff on the design, manufacturing and acquisition of new cargo handling equipment and cargo operations facilities. Reviews design and inspects job sites for safety and operational efficiency. Develops and implements quality control procedures to ensure all work meets or exceeds industry standards.

Reviews specifications for performance of specialized preventive maintenance and overhaul work by employees and/or outside contractors. Provides management with technical advice on maintenance and repair of cargo handling equipment and cargo handling service delivery methods and procedures.

Performs other duties as required or assigned.

**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of:

- Operational characteristics, services and activities of a seaport cargo operations and cargo handling equipment maintenance and repair systems.
- Principles, methods and practices used in the seaport cargo operations and maintenance and repair of cargo handling equipment.
- Occupational hazards and standard safety practices of seaport cargo operations and cargo handling equipment.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal and local laws, codes and regulations.

Ability to effectively:

- Oversee and participate in a seaport cargo operations and cargo handling equipment maintenance and repair programs.
- Evaluate operational effectiveness and recommend changes in organization, policies and procedures to improve efficiency.
- Participate in the development and administration of the Agency's goals, objectives and procedures.
- Analyze problems, identify alternative solution, project consequences of proposed actions and implement recommendations in support of goals.
- Make decisions in accordance with program guidelines.
- Oversee, direct and coordinate the work of staff and outside contractors.
- Supervise, train and evaluate staff.
- Monitor the operational efficiency of cargo handling equipment and schedule needed maintenance.
- Prepare and administer the budget.
- Prepare clear and concise administrative reports.
- Interpret and apply federal and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain an effective working relationship with those in contact in the course of the work.

**MINIMUM EXPERIENCE AND TRAINING**

- A. Seven (7) years of progressively responsible experience overseeing or performing functions in an effective program in administration, operations or planning of a seaport terminal and cargo handling equipment operations and maintenance and repair programs, to include three (3) years as direct supervisory responsible for direction and evaluation of staff; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**ESTABLISHED:**

**AMENDED:**

**EVALUATION POINTS:** 1377

**PAY GRADE:**

Structural Adjustment - Minimum: P-9B \$141,101  
Structural Adjustment - Maximum: P-10B \$146,830

**JOB EVALUATION**  
For  
**OPERATIONS & EQUIPMENT MAINTENANCE MANAGER**

<b>Factors</b>	<b>Points</b>	<b>Comments</b>
Education	J 152	Tertiary/Professional: Require a post high school tertiary qualification at a university or equivalent educational institution.
Experience	K 200	Executive Direction: Extensive experience in managing, leading and directing a major function of a large organization.
Complexity	E 60 352 211.2	Complex: A high level of innovation and adaptability is required to react to rapidly changing circumstances. Significant demands made to control, harmonize and motivate all or major sections of the organization. A high level of unpredictability is encountered and its necessitates innovative and conceptual thinking in responding to the demands of the business both locally and perhaps internationally.
Scope of Work	E 25 352 88.0	Corporate: Functional responsibility of a corporate level involving the central coordination of a specialist or staff function in a large organization or a number of specialist or staff functions in a small to medium size organization. The position requires the integration or coordination of all associated activities and has influence over all relevant policy and procedures.
Problem Solving	E 132	Complex: Problems contain unexpected and unusual not previously encountered. Extensive research may be required. Corporate policies and available experience will not necessarily provide a complete answer to the problem.
Freedom to Act/Supervision Received	F 132	General Guidance: Minimal guidance is provided. Expected to plan activities of own work program within the overall objectives of the operation / division or department, etc. Expected to raise only contentious or major problem issues for the Board or corporate management's consideration.
Work Environment	A1 12	Work is performed indoors in office conditions with almost no unpleasant environmental influences.
Physical Demands	A1 22	Work is usually performed sitting, with the opportunity to stand and walk freely.
Impact of Discretionary Decisions	D2 100	Direct impact of a single decision causes a major impact which can be expressed in dollar terms of tens of thousands of dollars.
Human Relations Skills/Contacts	F4 115	Top Level: Coordination and direction of senior management from all areas of the organization.
Authority Exercised	G3 175	Approves routine expenditure within budgetary limits and is accountable for an O&M budget of \$2 million - \$20 million
Supervisory & Managerial Responsibility	C1 38	Has full supervisory/managerial responsibility for 11 to 29 staff.
<b>TOTAL POINTS</b>	<b>1377</b>	

**PAY GRADE ALLOCATION**

<b>Job Evaluation Points</b>	<b>Pay Grade/Step &amp; Sub-Step</b>	<b>Minimum Salary</b>	<b>Pay Grade/Step &amp; Sub-Step</b>	<b>Maximum Salary</b>
1377	P-9B	\$141,101	P-10B	\$146,830

# PORT AUTHORITY OF GUAM



## POSITION DESCRIPTION

### 1.0 IDENTIFICATION

<b>POSITION TITLE</b>	Operations & Equipment Maintenance Manager
<b>POSITION NUMBER</b>	
<b>NAME OF EMPLOYEE</b>	
<b>NAME OF DIRECT SUPERVISOR</b>	Dominic G. Muna
<b>TITLE OF DIRECT SUPERVISOR</b>	Deputy General Manager, Operations & Maintenance
<b>JOB LOCATION (Department / Agency)</b>	Port Authority of Guam
<b>DIVISION</b>	Operations & Equipment Maintenance
<b>DEPARTMENT</b>	Operations & Equipment Maintenance
<b>SECTION / UNIT</b>	
<b>FLSA</b>	
<b>CLASSIFICATION</b>	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
<b>JOB EVALUATION POINTS</b>	1377
<b>PAY GRADE</b>	P-9B
<b>POSITION DESCRIPTION (Reviewed)</b>	

**2.0 DESCRIPTION OF DUTIES**

**2.1 ESSENTIAL FUNCTIONS**

Organize and list duties and/or responsibilities that must be performed using one of the formats below:

- a) Daily work assignments, beginning with the first duty and ending with the last duty of the day
- b) Percentage of time. Show % for each duty and/or responsibility (Note: total % should equal 100%)
- c) Order of importance, beginning with the most important

Mark with an [ X ] one format only: a)  b)  c)

Duty No or % of Time	Duties and/or Responsibilities
1	Administers the programs and activities of the Operations division comprised of Stevedoring, Terminal and Transportation and Equipment Maintenance Division.
2	Formulates and administers administrative and operational policies and procedures for Operations and Equipment Maintenance divisions relating to cargo operations including loading/off-loading cargoes from vessels and staging of cargoes within the terminal yard and maintenance and repair programs and activities of the Port's cargo handling equipment.
3	Maintains inspections of Port operations and cargo handling equipment to determine and develop means of improving existing methods of operations, submits plans and recommendations for expansion of facilities and evaluates and formulates standard operating procedures and policies. Provides management with advice on efficiency and effectiveness of service delivery methods and procedures.
4	Prepares the Authority's annual and 5-year CIP plans on seaport terminal facility and cargo handling equipment needs for management's approval. Participates in the forecast of funds needed for staffing, equipment, materials and supplies. Monitors and approves expenditures and implements adjustments.
5	Participates in the development and implementation of goals, objectives, policies and priorities for assigned maintenance and repair of marine equipment program and cargo operations. Recommends and administers policies and procedures and staffing levels.
6	Plans, directs, coordinates, evaluates and reviews the work plan for assigned staff. Assigns work activities, projects and programs. Reviews and evaluates products, methods and procedures. Meets with subordinates staff to identify and evaluate problems.
7	Works closely with consultants and other divisions on the design, manufacturing, and acquisition of new cargo handling equipment and cargo operations facilities. Reviews designs and inspects job sites for safety and operational efficiency. Develops and implements quality control procedures to ensure all work meets or exceeds industry standards.
8	Reviews specifications for performance of specialized preventive maintenance and overhaul work by employees and outside contractors. Provides management with technical advice on maintenance and repair of cargo handling equipment and cargo handling service delivery methods and procedures.
9	Performs other related duties.

**2.2 NON-ESSENTIAL OR ADDITIONAL FUNCTIONS**

List duties and responsibilities not listed above that may be performed, as assigned:



Duty No or % of Time	Duties and/or Responsibilities
	None

**3.0 CONTACTS**

Departments, agencies and/or individuals you deal with during the course of your daily activities :

**3.1 WITHIN DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
	15 - 50% of total working hours
X	Over 50% of total working hours

**3.2 OUTSIDE DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
	15 - 50% of total working hours
X	Over 50% of total working hours

**4.0 SUPERVISION RECEIVED**

How closely is the employee / job holder’s work reviewed by their direct Supervisor.

Mark one correct response below with an [ X ]

	Detailed and specific instructions / procedures received or followed for each assignment
	General Supervision - Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
	Direction - Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, managers and supervisors.
X	General Direction - Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**5.0 SUPERVISION EXERCISED**

The employee / job holder supervises other employees. List the number of employees supervised, their position titles and a brief description of their responsibilities.

If the employee has no supervisory responsibility mark [ X ] in this box

No Supervised	Position Title	Description of Responsibilities
1	Assistant Operations Manager	Assists in administering the programs and activities of the Operations Division comprised of Stevedoring, Transportation and Terminal
1	Assistant Equipment Maintenance Manager	Assists in administering the programs and activities of the Equipment Maintenance Division.
1	Administrative Officer	Provides administrative support services to the division
1	Planner III	Provides planning support service to the division.

**6.0 EQUIPMENT**

List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

%	Tools / Equipment
100%	Personal Computer

**7.0 JOB REQUIREMENTS**

Mark [ X ] in this box if the job holder is unable to complete this section. The direct Supervisor will then complete this section for the job holder.

**7.1 MINIMUM QUALIFICATION REQUIREMENTS**

Identify below the minimum experience and training a qualified applicant must have before employment.

**7.1.1 WORK EXPERIENCE**

List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark an [ X ] in box a) "No work experience required."

a) No work experience required

b) General	Years	Months

c) Specialized	Years	Months
Overseeing or performing functions in an effective program in administration, operations or planning of seaport cargo operations and cargo handling equipment maintenance and repair program.	7	0

d) Supervisor / Management	Years	Months
Direct supervisory experience responsible for direction and evaluation of staff.	3	0

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

	Years	Months

**7.1.2 FORMAL EDUCATION OR TRAINING**

Mark an [ X ] in the box that indicates the most applicable education level required :

- Below High School. Show number of years :
- High School Graduation / GED
- Vocational / Technical School. Detail below the specific training that is required by this position :


- Some College. Show number of  Semester Hours, or  Quarter Hours

Detail below specific courses required by the essential functions of this position:


- College Degree. Show major area of study required :

Associates :	
Bachelors :	
Masters :	
Beyond Masters :	

**7.1.3 CRITICAL SKILLS / EXPERTISE**

List specialized skills or specialization needed to perform essential functions:

Broad management experience involving multiple aspects of the Port's industry, such as, marine terminals and maintenance and repair of cargo handling equipment.
Familiar with applicable laws, codes and requirements that govern the marine industries.
Excellent customer service skills and ability to act as a representative to the community for the Authority.
Manage and lead a diverse work team towards accomplishment of common goals in a highly and collaborative fast paced and stressful environment.
Ability to establish and maintain effective working relationships with employees, shipping agents, customers, federal and local government representatives and vendors.
Ability to speak and present information to a group both in public or internal setting.
Skilled in analyzing a situation, assessing alternative solutions and recommending an effective course of action.

**7.1.4 LICENCE / REGISTRATION OR CERTIFICATION**

List possession of required license, professional registration/certification needed to perform essential functions:


**7.2 MENTAL / VISUAL / PHYSICAL & ENVIRONMENTAL JOB REQUIREMENTS**

**7.2.1 PHYSICAL REQUIREMENTS**

Mark with an [ X ] below the most appropriate physical requirement(s) for the job.

	Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
	Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
X	Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time.
	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
	Lifting	Employee is required to raise or lower objects from one level to another regularly.
	Pulling and/or Pushing	The job requires exerting force up to ____ pounds on a regular basis to move the object to or away from the employee.
	Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
	Reaching	The employee is regularly required to use the hands and arms to reach for objects.
	Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
X	Speaking	The job requires expressing ideas by the spoken word.
X	Listening	The job requires the perception of speech or the nature of sounds in the air.

Describe any other physical job requirements below :


### 7.2.2 MENTAL / VISUAL REQUIREMENTS

Mark with an [ X ] below the most appropriate mental / visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (e.g. tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counsellors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other (outline below)


### 7.2.3 WORK ENVIRONMENT & WEATHER EXPOSURE

Selecting one response only show what percent of a typical workday is spent :

- <sup>%</sup> 90      Indoors in a comfortable temperature-controlled environment (for instance, in an office)
- Indoors in a non-temperature-controlled environment (e.g. storerooms and warehouses, etc.)
- 10      Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- Outdoors but in an enclosed vehicle protected from extreme weather conditions.

### 7.2.4 OTHER PHYSICAL WORKING CONDITIONS

Mark an [ X ] in the box if none of the following is applicable

Show what percent of a typical workday this position is exposed to:

- <sup>%</sup> 10      Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odours).
- 10      Vibration (i.e., operating jackhammer, impact wrench).

- 10 Noise (Exposure at a level enough to cause hearing loss or fatigue).
- 10 An improperly illuminated or awkward and confining work space.
- 10 Working above ground level where the chance of falling exists (e.g. ladders, bucket trucks etc)
- Lifting or carrying items or objects. Describe item/object and weight:


- Heat. Describe source and degree of high temperature.


- Cold. Describe source and degree of cold temperature:


- Other hazards. Describe:


**7.2.5 IRREGULAR / UNUSUAL JOB REQUIREMENTS**

Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

- Mark an [ X ] in the box if not applicable

Condition	Frequency of Exposure

**7.3 WORK SCHEDULE / HOURS**

Work Schedule/Hours – Mark an [ X ] the most appropriate work schedule/hours for the job.

- Regular - Standard Eight (8) hours daily, Monday - Friday
- Irregular - Shift work - A 24-hour work operation.
- Regular / Irregular - Overtime hours with overtime pay entitlement

State purpose and average total hours required per pay period:


Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:

Only upon emergency situations, e.g., typhoons which requires the presence of the individual to coordinate with outside vendors and division heads.

The information given on this position is complete and correct.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**PROPOSED AMENDMENT to JOB STANDARD of  
ASSISTANT MAINTENANCE MANAGER to  
ASSISTANT EQUIPMENT MAINTENANCE MANAGER**

**CLASSIFICATION REVIEW:**

The proposed Assistant Equipment Maintenance Manager position will assist the Operations & Equipment Maintenance Manager with the management, operations and maintenance activities of the Port's cargo handling equipment. The position will monitor and evaluate the efficiency and effectiveness of service delivery, methods and procedures and recommend within the division's policy appropriate service and staffing levels. The position participates in the planning, construction and modification of cargo handling equipment and reviews designs for safety and operational efficiency. Monitors and supervises operations activities of cargo handling equipment to ensure efficiency, cost effectiveness and uninterrupted services. The position will take an active role in improving overall organizational performance, especially, as it relates to addressing opportunities for improvement in the repair and maintenance of cargo handling equipment.

The position requires knowledge of:

- Operational, characteristics, services and activities of seaport cargo handling equipment maintenance and repair system.
- Principles, methods and practices used in the maintenance and repair of seaport cargo handling equipment.
- Occupational hazards and standard safety practices.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal and local laws, codes and regulations.

The position requires ability to effectively use and possess skills in:

- Oversee and participate in a seaport cargo handling equipment operations.
- Oversee, direct and coordinate the work of staff.
- Supervise, training and evaluate staff.
- Monitor the operational efficiency of the cargo handling equipment and schedule needed maintenance.
- Participate in the development and administration of the Agency's goals, objectives and procedures.
- Prepare clear and concise administrative reports.
- Analyze problems, identify administrative solution, project consequences of proposed actions and implement recommendations in support of goals.
- Establish and maintain satisfactory working relationship with the general public, local and federal personnel, co-workers and subordinates.

The position will be managing the programs and activities of the Equipment Maintenance Division with a total of approximately 47 employees. Out of the 47 employees, the position supervises the Equipment Maintenance Superintendent and 2 Manager, Equipment Support Services.

The position reports to the Operations & Equipment Maintenance Manager. The dimensions of the position are:

No. of Personnel:	47
Operating Budget:	\$3,728,513



Guidelines to be used by this position includes established laws, agency/division policies and the principles, methods, practices, and techniques involved in local and federal procurement.

The experience and training of the position requires possession of a high school diploma and five (5) years progressively responsible experience overseeing or performing functions in an effective program in administration, operations or planning of a seaport cargo handling equipment maintenance and repair program, to include marinas and other port properties, to include three (3) years as a direct supervisory responsible for direction and evaluation of staff.

The job evaluation points process is based on twelve (12) job factors (i.e., education, experience, complexity, scope of work, problem solving, freedom to act/supervision received, work environment, physical demands, impact of discretionary decisions, human relations skills/contacts, authority exercised and supervisory/managerial responsibilities. Additionally, a comparative analysis was conducted of the proposed position's counterparts within the organization. The factors in determining the pay grade allocation are attached.

**ANALYSIS OF SIMILARITIES AND DIFFERENCES:**

A review of the Government of Guam Classification Plan's Occupational Listing and other autonomous agencies staffing patterns reveal there are positions that are closely associated with the proposed amended Assistant Equipment Maintenance Manager position; however, those positions are subjected to the sole use of the line departments or autonomous agencies and cannot be used by the Port Authority of Guam.

As a result, it is recommended the Assistant Maintenance Manager job standard be amended to reflect the Assistant Equipment Maintenance Manager job standard under the Port's Classification and Compensation Plan.

**FISCAL NOTE:**

The full-time equivalency (FTE) and funding has been identified and approved by the Board of Directors.

**RECOMMENDATION:**

Our review has determined the following pay grade allocation for the Assistant Equipment Maintenance Manager:

Structural Adjustment – Minimum	Structural Adjustment – Maximum
O-6A \$106,879	O-7A \$111,219

Based on the above and the attached analysis and documents, the job standard of Assistant Maintenance Manager be amended to reflect Assistant Equipment Maintenance Manager and the resultant pay grade allocation at the pay grade indicated above in the classified service.

  
CARMELITA C. NEDEDOG  
Acting Personnel Services Administrator

Date: 4/17/2024

Attachments

Classification Code Number: \_\_\_\_\_

**ASSISTANT EQUIPMENT MAINTENANCE MANAGER  
(Proposed Amendment)**

**NATURE OF WORK IN THIS CLASS:**

Assists the Operations and Equipment Maintenance Manager in the administration of the maintenance and repair programs and activities of cargo handling equipment. The position requires a strong understanding of mechanical, electrical and hydraulic systems of cargo handling equipment.

**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.)

Assists with the management of the maintenance and repair programs and activities of the Port's cargo handling equipment.

Participates in the development and implementation of goals, objectives, policies and priorities for assigned maintenance and repair of marine equipment programs. Recommends and administers policies and procedures.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures. Recommends within Agency policy appropriate service and staffing levels.

Plans, directs, coordinates, evaluates and reviews the work plan for assigned staff. Assigns work activities, projects and programs. Reviews and evaluates products, methods and procedures. Meets with subordinate staff to identify and evaluate problems.

Manages a team of technicians and outside contractors to ensure all maintenance and repair work on cargo handling equipment is done in a safe and efficient manner. Troubleshoots equipment design, operations and maintenance issues. Identifies mechanical, electrical, instrumental and other problems and develops and recommends design modifications. Checks for mechanical or electrical malfunctions. Schedule and/or performs needed maintenance on equipment.

Works closely with consultants and Port Engineering, Strategic Planning, Operations and Procurement staff on the design, manufacturing and acquisition of new cargo handling equipment. Reviews design and inspects job sites for safety and operational efficiency.

Prepares specifications for performance of specialized preventive maintenance and overhaul work by employees and/or outside contractors.

Coordinates with Operations division heads and/or shipping agencies to ensure compliance with regulations and standards. Monitors operational efficiency of cargo handling equipment. Develops and implements quality control procedures to ensure all work meets or exceeds industry standards.

Trains, motivates and evaluates maintenance personnel. Provides or coordinates staff training. Works with employees to correct deficiencies and implements discipline procedures.

Establishes and maintains relationships with vendors to procure necessary equipment, parts and supplies.

Participates in the forecast of funds needed for staffing, equipment, materials and supplies. Monitors and approves expenditures and implements adjustments.

Ensures all maintenance and repair work is completed within budget and on schedule. Prepares and maintains records of all maintenance and repair work done on Port cargo handling equipment.

Performs other duties as required or assigned.

**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of:

- Operational characteristics, services and activities of a seaport cargo handling equipment maintenance and repair system.
- Principles, methods and practices used in the seaport maintenance and repair of cargo handling equipment.
- Occupational hazards and standard safety practices.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal and local laws, codes and regulations.

Ability to effectively:

- Oversee and participate in a seaport facility and cargo handling equipment operations.
- Oversee, direct and coordinate the work of staff.
- Supervise, train and evaluate staff.
- Monitor the operational efficiency of cargo handling equipment and schedule needed maintenance.
- Oversee the work of equipment maintenance personnel and outside contractors.
- Participate in the development and administration of the Agency's goals, objectives and procedures.
- Prepare and administer the budget.
- Prepare clear and concise administrative reports.
- Analyze problems, identify alternative solution, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply federal and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain an effective working relationship with those in contact in the course of the work.

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Five (5) years progressively responsible experience overseeing or performing functions in an effective program in administration, operations or planning of a maintenance and repair of seaport cargo handling equipment, to include three (3) years as a direct supervisory responsible for direction and evaluation of staff; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED:

AMENDED:

EVALUATION POINTS: 1143

PAY GRADE:

Structural Adjustment – Minimum: O-6A \$106,879  
Structural Adjustment – Maximum: O-7A \$111,219

**JOB EVALUATION**  
For  
**ASSISTANT EQUIPMENT MAINTENANCE MANAGER**

<b>Factors</b>	<b>Points</b>	<b>Comments</b>
Education	J 132	Tertiary/Professional: Requires a post high school tertiary qualifications, polytechnic or equivalent educational body. Bachelor's degree including degrees with double majors and conjoint degrees.
Experience	J 152	Diverse: Experience in managing/administering a major function/department or division of a small to medium size organization or a major department/branch of a large organization, e.g., 8 to 10 years + experience.
Complexity	D 55 284 156.2	Involved: Whilst the end results are still generally defined the means of achieving them are becoming unspecified and as a result more complex. The need to balance continuous conflicting demands together with an increasing level of unpredictability is encountered.
Scope of Work	D 20 284 56.8	Managerial: Management of a significant operational or functional unit/department or division including the planning, directing and controlling of all activities and resources.
Problem Solving	E 132	Complex: Problems contain unexpected and unusual elements not previously encountered. Extensive research may be required. Corporate policies and available expertise will not necessarily provide a complete answer to the problem.
Freedom to Act/Supervision Received	E 115	Guidance: Jobholder is expected to work with a large of independence within the organization's plans, policies and reporting requirements. Overall guidelines and objectives are discussed initially and progress is reviewed intermittently and informally.
Work Environment	B1 16	Work usually performed indoors in favorable working conditions but with occasional exposure to unpleasant environmental influences, e.g., as noise, heat, dirt, cold, dampness, etc.
Physical Demands	A1 22	Work is usually performed sitting, with the opportunity to stand and walk freely.
Impact of Discretionary Decisions	D2 76	Direct impact of a single decision causes a major impact which can be expressed in dollar terms of tens of thousands of dollars.
Human Relations Skills/Contacts	E3 76	Sensitive/Responsive: Extensive contact with a large part of the organization and/or a need to lead, motivate and direct staff in sensitive employee relationships conditions.
Authority Exercised	G2 152	Approves routine expenditure within budgetary limits and is accountable for an O&M budget \$2 million to \$20 million.
Supervisory & Managerial Responsibility	D2 57	Has full supervisory/managerial responsibility for 30 – 99 Port staff and outside contractors' employees.
<b>TOTAL POINTS</b>	<b>1143</b>	

**PAY GRADE ALLOCATION**

<b>Job Evaluation Points</b>	<b>Pay Grade/Step &amp; Sub-Step</b>	<b>Minimum Salary</b>	<b>Pay Grade/Step &amp; Sub-Step</b>	<b>Maximum Salary</b>
1143	O-6A	\$106,879	O-7A	\$111,219

# PORT AUTHORITY OF GUAM



## POSITION DESCRIPTION

### 1.0 IDENTIFICATION

<b>POSITION TITLE</b>	Assistant Equipment Maintenance Manager
<b>POSITION NUMBER</b>	
<b>NAME OF EMPLOYEE</b>	
<b>NAME OF DIRECT SUPERVISOR</b>	
<b>TITLE OF DIRECT SUPERVISOR</b>	Operations & Equipment Maintenance Manager
<b>JOB LOCATION (Department / Agency)</b>	Port Authority of Guam
<b>DIVISION</b>	Operations & Equipment Maintenance
<b>DEPARTMENT</b>	Operations & Equipment Maintenance
<b>SECTION / UNIT</b>	
<b>FLSA</b>	
<b>CLASSIFICATION</b>	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
<b>JOB EVALUATION POINTS</b>	1143
<b>PAY GRADE</b>	O-6A
<b>POSITION DESCRIPTION (Reviewed)</b>	

**2.0 DESCRIPTION OF DUTIES**

**2.1 ESSENTIAL FUNCTIONS**

Organize and list duties and/or responsibilities that must be performed using one of the formats below:

- a ) Daily work assignments, beginning with the first duty and ending with the last duty of the day
- b ) Percentage of time. Show % for each duty and/or responsibility (Note: total % should equal 100%)
- c ) Order of importance, beginning with the most important

Mark with an [ X ] one format only: a)  b)  c)

Duty No or % of Time	Duties and/or Responsibilities
1	Assists with the management of the maintenance and repair programs and activities of the Port's cargo handling equipment.
2	Participates in the development and implementation of goals, objectives, policies and priorities for assigned maintenance and repair of marine equipment programs. Recommends and administers policies and procedures.
3	Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures. Recommends within Agency policy appropriate service and staffing levels.
4	Plans, directs, coordinates, evaluates and reviews the work plan for assigned staff.
5	Manages a team of technicians and outside contractors to ensure all maintenance and repair work on cargo handling equipment is done in a safe and efficient manner.
6	Works closely with consultants, Port engineering, planning, operations and procedure staff on the design, manufacturing and acquisition of new cargo handling equipment. Prepares specifications for performance of specialized preventive maintenance and overhaul work by employees and/or outside contractors.
7	Performs related duties as assigned.

**2.2 NON-ESSENTIAL OR ADDITIONAL FUNCTIONS**

List duties and responsibilities not listed above that may be performed, as assigned:

Duty No or % of Time	Duties and/or Responsibilities
	None

**3.0 CONTACTS**

Departments, agencies and/or individuals you deal with during the course of your daily activities:

**3.1 WITHIN DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
	15 - 50% of total working hours
X	Over 50% of total working hours

**3.2 OUTSIDE DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
	15 - 50% of total working hours
X	Over 50% of total working hours

**4.0 SUPERVISION RECEIVED**

How closely is the employee / job holder’s work reviewed by their direct Supervisor.

Mark one correct response below with an [ X ]

	Detailed and specific instructions / procedures received or followed for each assignment
	General Supervision - Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
	Direction - Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, managers and supervisors.
X	General Direction - Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**5.0 SUPERVISION EXERCISED**

The employee / job holder supervises other employees. List the number of employees supervised, their position titles and a brief description of their responsibilities.

If the employee has no supervisory responsibility mark [ X ] in this box

No Supervised	Position Title	Description of Responsibilities
1	Equipment Maintenance Superintendent	Administers the programs and activities involved in the maintenance and repair of seaport cargo handling equipment, heavy equipment and gasoline fleet for the Port.
2	Manager, Equipment Support Services	Provides advisory services to management on the procurement, supply, operation, repair or disposal of cargo handling equipment.

**6.0 EQUIPMENT**

List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

%	Tools / Equipment
100%	Personal Computer

**7.0 JOB REQUIREMENTS**

Mark [ X ] in this box if the job holder is unable to complete this section. The direct Supervisor will then complete this section for the job holder.

**7.1 MINIMUM QUALIFICATION REQUIREMENTS**

Identify below the minimum experience and training a qualified applicant must have before employment.

**7.1.1 WORK EXPERIENCE**

List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark an [ X ] in box a) "No work experience required."

a) No work experience required

b) General Years    Months




c) Specialized	Years	Months
Overseeing or performing functions in an effective program in administration, operations or planning of seaport cargo handling equipment maintenance program.	5	0

d) Supervisor / Management	Years	Months
Direct supervisory experience responsible for direction and evaluation of staff.	3	0

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

	Years	Months

**7.1.2 FORMAL EDUCATION OR TRAINING**

Mark an [ X ] in the box that indicates the most applicable education level required :

- Below High School. Show number of years :
- High School Graduation / GED
- Vocational / Technical School. Detail below the specific training that is required by this position :

4 year apprenticeship program in mechanical, electrical, hydraulic and electronics of equipment.

- Some College. Show number of  Semester Hours, or  Quarter Hours

Detail below specific courses required by the essential functions of this position:


- College Degree. Show major area of study required :

Associates :	
Bachelors :	
Masters :	
Beyond Masters :	

**7.1.3 CRITICAL SKILLS / EXPERTISE**

List specialized skills or specialization needed to perform essential functions:

Operational, characteristics, services and activities of seaport cargo handling equipment maintenance and repair system.
Supervise, train and evaluate staff.

**7.1.4 LICENSE / REGISTRATION OR CERTIFICATION**

List possession of required license, professional registration/certification needed to perform essential functions:


**7.2 MENTAL / VISUAL / PHYSICAL & ENVIRONMENTAL JOB REQUIREMENTS**

**7.2.1 PHYSICAL REQUIREMENTS**

Mark with an [ X ] below the most appropriate physical requirement(s) for the job.

	Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
	Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
X	Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time.
X	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
	Lifting	Employee is required to raise or lower objects from one level to another regularly.
	Pulling and/or Pushing	The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee.
	Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
	Reaching	The employee is regularly required to use the hands and arms to reach for objects.
X	Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
X	Speaking	The job requires expressing ideas by the spoken word.
X	Listening	The job requires the perception of speech or the nature of sounds in the air.
	Other	See description below

Describe any other physical job requirements below :


**7.2.2 MENTAL / VISUAL REQUIREMENTS**

Mark with an [ X ] below the most appropriate mental / visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (e.g. tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counsellors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other (outline below)


**7.2.3 WORK ENVIRONMENT & WEATHER EXPOSURE**

Selecting one response only show what percent of a typical workday is spent:

%

- 90    Indoors in a comfortable temperature-controlled environment (for instance, in an office)
- Indoors in a non-temperature-controlled environment (e.g. storerooms and warehouses, etc.)
- 10    Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- Outdoors but in an enclosed vehicle protected from extreme weather conditions.

**7.2.4 OTHER PHYSICAL WORKING CONDITIONS**

Mark an [ X ] in the box if none of the following is applicable

Show what percent of a typical workday this position is exposed to:

- %  10 Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odours).
- 10 Vibration (i.e., operating jackhammer, impact wrench).
- 10 Noise (Exposure at a level enough to cause bearing loss or fatigue).
- 10 An improperly illuminated or awkward and confining work space.
- 10 Working above ground level where the chance of falling exists (e.g. ladders, bucket trucks etc)
- Lifting or carrying items or objects. Describe item/object and weight:

--	--

- Heat. Describe source and degree of high temperature.

--	--

- Cold. Describe source and degree of cold temperature:

--	--

- Other hazards. Describe:


**7.2.5 IRREGULAR / UNUSUAL JOB REQUIREMENTS**

Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

Mark an [ X ] in the box if not applicable

Condition	Frequency of Exposure

**7.3 WORK SCHEDULE / HOURS**

Work Schedule/Hours – Mark an [ X ] the most appropriate work schedule/hours for the job.

- Regular - Standard Eight (8) hours daily, Monday - Friday
- Irregular - Shift work - A 24-hour work operation.
- Regular / Irregular - Overtime hours with overtime pay entitlement

State purpose and average total hours required per pay period:


- Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:

Only upon emergency of breakdown of cargo handling equipment and presence is required to coordinate the repair activities.

The information given on this position is complete and correct.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**PROPOSED AMENDMENT to JOB STANDARD of  
CAPITAL IMPROVEMENT PROJECTS MANAGER to  
CAPITAL IMPROVEMENT PROJECTS & ENGINEERING MANAGER**

**CLASSIFICATION REVIEW:**

The proposed Capital Improvement Projects & Engineering Manager position will oversee and perform the technical, administrative, supervisory and complex professional engineering work for the capital improvement projects, ensuring technical competence and compliance with all current federal and local building codes and criteria. The position exercises supervision over professional and technical engineering and other personnel as assigned.

The position requires the knowledge of:

- Theory, principles, practices and techniques of civil engineering design, construction and infrastructure management and construction inspections.
- Capital construction and maintenance project funding and budgeting, objective development and work planning/scheduling.
- Principles, practices, materials, equipment and techniques involved in the construction, maintenance and operation of a maritime and public works infrastructure.
- Federal and local laws, codes and regulations regarding public works construction and maintenance.
- Trends, approaches, analysis and problem-solving techniques used in construction, engineering, inspection and compliance processes.
- Theory, principles, practices and techniques of automated mapping and facilities management.
- Research methods and analysis techniques
- Principles and practices of sound business communications
- Principles and practices of effective management supervision
- Local government's personnel and procurement policies and labor contract provisions.

The position is required to possess the ability to:

- Evaluate the applicability of emerging developments and technologies to ensure productivity and work processes effectiveness.
- Plan, organize, assign, coordinate, evaluate the work of professional, technical, consultant and administrative support staff.
- Prepare, administer, and monitor multiple and detailed project budgets and anticipate future budget needs.
- Analyze and make sound recommendations on complex and administrative issues.
- Present proposals and recommendations clearly and logically in meetings.
- Understand and apply complex rules, regulations, laws and ordinances.
- Provide leadership and project management control on all aspects of assigned projects.
- Establish and maintain effective working relationship with a diverse workforce, including managers, employees, contractors, consultants and others encountered in the course of work.

The position will be managing the programs and activities of the Capital Improvement Projects and Engineering Divisions with a total of approximately 7 employees. The position supervises:

- 1 Engineer III
- 1 Engineer II
- 1 Engineer I
- 1 Engineering Technician II
- 1 Program Coordinator II
- 1 Administrative Assistant
- 1 Administrative Aide

The position reports to the Deputy General Manager of Operations & Maintenance.

The dimensions of the position are:

No. of Personnel:	7
Operating Budget	
Personnel:	\$482,869
Funded CIP Projects:	\$37,104,883

Guidelines to be used by this position includes established laws, agency/division policies and the principles, methods, practices, and techniques involved in civil engineering, including design, cost, construction, materials and techniques and federal and local mandates regarding construction.

The experience and training of the position requires seven (7) years of professional civil engineering experience, including at least two (2) years in public engineering in an administrative or supervisory capacity. The minimum educational requirement of the position would be graduation from a four-year college or university with a degree in civil engineering or a closely related field.

The job evaluation points process is based on twelve (12) job factors (i.e., education, experience, complexity, scope of work, problem solving, freedom to act/supervision received, work environment, physical demands, impact of discretionary decisions, human relations skills/contacts, authority exercised and supervisory/managerial responsibilities. Additionally, a comparative analysis was conducted of the proposed position's counterparts within the organization. The factors in determining the pay grade allocation are attached.

**ANALYSIS OF SIMILARITIES AND DIFFERENCES:**

A review of the Government of Guam Classification Plan's Occupational Listing and other autonomous agencies staffing patterns reveal there are positions that are closely associated with the proposed amended Capital Improvement Projects & Engineering Manager position; however, those positions are subjected to the sole use of the line departments or autonomous agencies and cannot be used by the Port Authority of Guam.

As a result, it is recommended the Capital Improvement Projects Manager job standard be amended to reflect Capital Improvement Projects & Engineering Manager job standard under the Port's Classification and Compensation Plan.

**FISCAL NOTE:**

The full-time equivalency (FTE) and funding has been identified and approved by the Board of Directors.

**RECOMMENDATION:**

Our review has determined the following pay grade allocation for the Capital Improvement Projects & Engineering Manager:

Structural Adjustment – Minimum	Structural Adjustment – Maximum
P-8A \$134,252	P-9A \$139,704

Based on the above and the attached analysis and documents, the job standard of Capital Improvement Projects Manager be amended to reflect Capital Improvement Projects & Engineering Manager and the resultant pay grade allocations at the pay grade indicated above in the classified service.



CARMELITA C. NEDEDOG  
Acting Personnel Services Administrator

Date: 4/17/2024

Attachments



Classification Code Number: \_\_\_\_\_

**CAPITAL IMPROVEMENT PROJECTS & ENGINEERING MANAGER  
(Proposed Amendment)**

**NATURE OF WORK IN THIS CLASS:**

Administers the programs and activities of the overall engineering and capital improvement projects functions and activities in the design, construction and maintenance and repair of seaport and marina facilities and related appurtenances at the Port Authority of Guam.

**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.)

Administers the design, coordination and management of the engineering and capital improvement projects functions and activities in the design, construction and maintenance and repair of seaport and marina facilities and related appurtenances of the Port.

Formulates and administers administrative and operational policies and procedures of the Capital Improvement Projects and Engineering division relating to the design, construction, maintenance and repair of the Port's seaport terminal and marina facilities and related appurtenances.

Plans and manages all aspects of project design, development and implementation, including preliminary technical research and feasibility analyses, funding and cost analyses, scheduling public involvement, project budgeting and work plan development, project performance and results.

Conducts engineering studies and prepares report and recommendations for the expansion and development of seaport facilities, marinas and related appurtenances.

Approves engineering drawings, designs and specifications for the development or renovation of new or existing seaport facilities, marinas and related appurtenances.

Serves as project manager for the construction or maintenance and repair of new and existing seaport facilities and related appurtenances to ensure compliance of recognized engineering standards.

Prepares engineering construction standards, design criteria, specifications and construction cost estimates and construction schedules related to new or renovation of existing seaport facilities and related appurtenances.

Coordinates the construction of new or repair of existing seaport facilities and its related appurtenances with management, federal and local government representations and private contractors to ensure such projects are in accordance with the 5-year capital improvement project plans.

Provides management with technical advice on the maintenance and repair projects pertaining to facility construction.

Monitors progress of construction and installation of projects; recommends or makes modifications in schedule or scope of work to ensure fulfillment of statutory requirements and technical objectives; issues construction project reports and authorizes payment of work completed under contract.

Maintains liaison with local and federal government agencies or departments in conceiving, planning and executing engineering projects or programs.

Performs other duties as required or assigned.

**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of:

- Capital construction project management principles, processes, systems and techniques.
- Capital construction and maintenance project funding and budgeting, objective development and work planning/scheduling.
- Principles and practices of civil engineering design and construction and infrastructure maintenance
- Authoritative reference works in the general fields of engineering.
- Federal and local laws, codes and regulations regarding public work construction and maintenance.
- Trends, approaches, analysis and problem solving techniques, engineering, inspection and compliance processes.
- Modern methods of construction and engineering and/or architectural design concept.
- Techniques, equipment and materials used in public works construction and major maintenance.
- Information technology and computer capabilities applicable to functional responsibilities.
- Methods and techniques of community involvement, decision-making processes and group processes.
- Principles and practices of team leadership.
- Operations and uses of engineering project scheduling software.

Ability to effectively:

- Administer, coordinate, direct, evaluate the work of professional, technical, consultant and administrative staff in order to implement the Port 's engineering and capital improvement seaport projects and project objectives.
- Prepare, administer, and monitor multiple and detailed project budgets and anticipate future budgetary needs.
- Develop persuasive oral and written presentations of ideas and recommendations
- Understand and apply complex rules, regulations, laws and ordinances.
- Provide leadership and project management control on all aspects of assigned projects.
- Analyze policies, proposed code amendments and changes to established programs and policies.
- Exercise sound, independent judgment and initiative within established guidelines.
- Interacts effectively to problem solve and partner with internal and outside agencies and contractors
- Establish and maintain effective working relationship with a diverse workforce, including managers, employees, contractors, consultants and others encountered in the course of work.

Skill in preparing reports and correspondence and use of personal computers.

**MINIMUM EXPERIENCE AND TRAINING**

- A. Seven (7) years of progressively responsible experience in managing increasingly complex capital design and construction projects and seaport civil engineering work, in which three (3) years must have been in an administrative or supervisory capacity and possession of a Bachelors' degree in civil or related engineering discipline; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED:

AMENDED:

EVALUATION POINTS: 1385

PAY GRADE:

Structural Adjustment - Minimum: P-8A \$134,252

Structural Adjustment - Maximum: P-9A \$139,704

**JOB EVALUATION**  
For  
**CAPITAL IMPROVEMENT PROJECTS & ENGINEERING MANAGER**

<b>Factors</b>	<b>Points</b>	<b>Comments</b>
Education	J 152	Tertiary/Professional: Require a post high school tertiary qualification at a university or equivalent educational institute.
Experience	K 200	Executive Direction: Extensive experience in managing, leading and directing a major function of a large organization.
Complexity	E 60 352 211.2	Complex: A high level of innovation and adaptability is required to react to rapidly changing circumstances. Significant demands made to control, harmonize and motivate all or major sections of the organization. A high level of unpredictability is encountered and its necessitates innovative and conceptual thinking in responding to the demands of the business both locally and perhaps internationally.
Scope of Work	E 25 352 88.0	Corporate: Functional responsibility of a corporate level involving the central coordination of a specialist or staff function in a large organization or a number of specialist or staff functions in a small to medium size organization. The position requires the integration or coordination of all associated activities and has influence over all relevant policy and procedures.
Problem Solving	F 152	Little routine work is involved. Problems are primarily of a strategic nature requiring analysis and the detailed evaluation of alternative solutions. Guidelines may provide a general framework but considerable judgment and initiative is required to find the best possible solution. Problems may be also of a scientific nature requiring the application of highly advanced/sophisticated research.
Freedom to Act/Supervision Received	E 115	Guidance is expected with a large degree of independence within the organization's plans, policies and reporting requirements. Overall guidelines and objectives are discussed initially and progress is reviewed intermittently and informally.
Work Environment	A1 12	Work is performed indoors in office conditions with almost no unpleasant environmental influences.
Physical Demands	A1 22	Work is usually performed sitting, with the opportunity to stand and walk freely.
Impact of Discretionary Decisions	D2 100	Direct impact of a single decision causes a major impact which can be expressed in dollar terms of tens of thousands of dollars.
Human Relations Skills/Contacts	F4 115	Top Level: Coordination and direction of senior management from all areas of the organization.
Authority Exercised	G3 175	Approves routine expenditure within budgetary limits and is accountable for an O&M budget of \$2 million - \$20 million.
Supervisory & Managerial Responsibility	D1 43	Has full supervisory/managerial responsibility for 30-99 staff.
<b>TOTAL POINTS</b>	<b>1385</b>	

**PAY GRADE ALLOCATION**

<b>Job Evaluation Points</b>	<b>Pay Grade/Step &amp; Sub-Step</b>	<b>Minimum Salary</b>	<b>Pay Grade/Step &amp; Sub-Step</b>	<b>Maximum Salary</b>
1385	P-8A	\$134,252	P-9A	\$139,704

# PORT AUTHORITY OF GUAM



## POSITION DESCRIPTION

### 1.0 IDENTIFICATION

<b>POSITION TITLE</b>	<b>Capital Improvement Projects &amp; Engineering Manager</b>
<b>POSITION NUMBER</b>	
<b>NAME OF EMPLOYEE</b>	
<b>NAME OF DIRECT SUPERVISOR</b>	Dominic G. Muna
<b>TITLE OF DIRECT SUPERVISOR</b>	Deputy General Manager, Operations & Maintenance
<b>JOB LOCATION (Department / Agency)</b>	Port Authority of Guam
<b>DIVISION</b>	Capital Improvement Projects/Engineering
<b>DEPARTMENT</b>	Control & Compliance
<b>SECTION / UNIT</b>	
<b>FLSA</b>	
<b>CLASSIFICATION</b>	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
<b>JOB EVALUATION POINTS</b>	1385
<b>PAY GRADE</b>	P-8A
<b>POSITION DESCRIPTION (Reviewed)</b>	

**2.0 DESCRIPTION OF DUTIES**

**2.1 ESSENTIAL FUNCTIONS**

Organize and list duties and/or responsibilities that must be performed using one of the formats below :

- a ) Daily work assignments, beginning with the first duty and ending with the last duty of the day
- b ) Percentage of time. Show % for each duty and/or responsibility (Note: total % should equal 100%)
- c ) Order of importance, beginning with the most important

Mark with an [ X ] one format only: a)  b)  c)

Duty No or % of Time	Duties and/or Responsibilities
1	Administers the design, coordination and management of the engineering and capital improvement projects functions and activities in the design, construction and maintenance and repair of seaport and marina facilities and related appurtenances of the Port.
2	Formulates and administers administrative and operational policies and procedures of the Capital Improvement Projects and Engineering division relating to the design, construction, maintenance and repair of the Port's seaport terminal and marina facilities and related appurtenances
3	Plans and manages all aspects of project design, development and implementation, including preliminary technical research and feasibility analyses, funding and cost analyses, scheduling public involvement, project budgeting and work plan development, project performance and results
4	Conducts engineering studies and prepares report and recommendations for the expansion and development of seaport facilities, marinas and related appurtenances
5	Approves engineering drawings, designs and specifications for the development or renovation of new or existing seaport facilities, marinas and related appurtenances.
6	Serves as project manager for the construction or maintenance and repair of new and existing seaport facilities and related appurtenances to ensure compliance of recognized engineering standards.
7	Prepares engineering construction standards, design criteria, specifications and construction cost estimates and construction schedules related to new or renovation of existing seaport facilities and related appurtenances.
8	Coordinates the construction of new or repair of existing seaport facilities and its related appurtenances with management, federal and local government representations and private contractors to ensure such projects are in accordance with the 5-year capital improvement project plans.
9	Provides management with technical advice on the maintenance and repair projects pertaining to facility construction.
10	Monitors progress of construction and installation of projects; recommends or makes modifications in schedule or scope of work to ensure fulfillment of statutory requirements and technical objectives; issues construction project reports and authorizes payment of work completed under contract.
11	Maintains liaison with local and federal government agencies or departments in conceiving, planning and executing engineering projects or programs.
12	Performs other duties as required or assigned Performs related duties as assigned.

**2.2 NON-ESSENTIAL OR ADDITIONAL FUNCTIONS**

List duties and responsibilities not listed above that may be performed, as assigned:

Duty No or % of Time	Duties and/or Responsibilities

**3.0 CONTACTS**

Departments, agencies and/or individuals you deal with during the course of your daily activities:

**3.1 WITHIN DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
	15 - 50% of total working hours
X	Over 50% of total working hours

**3.2 OUTSIDE DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
	15 - 50% of total working hours
X	Over 50% of total working hours

**4.0 SUPERVISION RECEIVED**

How closely is the employee / job holder’s work reviewed by their direct Supervisor.  
Mark one correct response below with an [ X ]

	Detailed and specific instructions / procedures received or followed for each assignment
	General Supervision - Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
	Direction - Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, managers and supervisors.
X	General Direction - Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**5.0 SUPERVISION EXERCISED**

The employee / job holder supervises other employees. List the number of employees supervised, their position titles and a brief description of their responsibilities.

If the employee has no supervisory responsibility mark [ X ] in this box

No Supervised	Position Title	Description of Responsibilities
1	Administrative Aide	Provides clerical and administrative work to the division
1	Administrative Assistant	Provides administrative and office support services
1	Program Coordinator II	Provides technical work involved in planning, developing, implementing and coordinating federal funded programs and projects.
1	Engineering Technician II	Complex technical engineering and surveying work
1	Engineer I	Routine professional civil, mechanical, electrical communication, environmental or architectural engineering work.
1	Engineer II	Moderately professional civil, mechanical, electrical communication, environmental or architectural engineering work.
1	Engineer III	Professional and supervisory civil, mechanical, electrical communication, environmental or architectural engineering work.



**6.0 EQUIPMENT**

List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

%	Tools / Equipment
	Personal Computer
	CAD

**7.0 JOB REQUIREMENTS**

Mark [ X ] in this box if the job holder is unable to complete this section. The direct Supervisor will then complete this section for the job holder.

**7.1 MINIMUM QUALIFICATION REQUIREMENTS**

Identify below the minimum experience and training a qualified applicant must have before employment.

**7.1.1 WORK EXPERIENCE**

List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark an [ X ] in box a) "No work experience required."

a) No work experience required

b) General Years      Months


c) Specialized Years      Months

Progressively responsible experience in managing increasing complex capital design and construction projects and seaport civil engineering work	7	0

d) Supervisor / Management	Years	Months
Administrative and supervisory capacity	3	0

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

	Years	Months

**7.1.2 FORMAL EDUCATION OR TRAINING**

Mark an [ X ] in the box that indicates the most applicable education level required :

- Below High School. Show number of years :
- High School Graduation / GED
- Vocational / Technical School. Detail below the specific training that is required by this position :


- Some College. Show number of  Semester Hours, or  
 Quarter Hours

Detail below specific courses required by the essential functions of this position :


- College Degree. Show major area of study required :

Associates :	
Bachelors :	Civil or related engineering discipline.
Masters :	
Beyond Masters :	

**7.1.3 CRITICAL SKILLS / EXPERTISE**

List specialized skills or specialization needed to perform essential functions :

Capital construction project management principles, processes, systems, and techniques.
Capital construction and maintenance project funding and budgeting, objective development, and work planning/scheduling
Principles and practices of civil engineering design and construction and infrastructure maintenance
Plan, organize, assign, coordinate, review and evaluate the work of professional, technical, consultant and administrative support staff
Establish and maintain effective working relationship with a diverse workforce, including managers, employees, contractors, consultants and other encountered in the course of work

**7.1.4 LICENCE / REGISTRATION OR CERTIFICATION**

List possession of required license, professional registration/certification needed to perform essential functions:


**7.2 MENTAL / VISUAL / PHYSICAL & ENVIRONMENTAL JOB REQUIREMENTS**

**7.2.1 PHYSICAL REQUIREMENTS**

Mark with an [ X ] below the most appropriate physical requirement(s) for the job.

	Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
	Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
X	Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time.
	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
	Lifting	Employee is required to raise or lower objects from one level to another regularly.
	Pulling and/or Pushing	The job requires exerting force up to ____ pounds on a regular basis to move the object to or away from the employee.

	<b>Carrying</b>	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
	<b>Reaching</b>	The employee is regularly required to use the hands and arms to reach for objects.
	<b>Stooping and Crouching</b>	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
	<b>Crawling</b>	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
X	<b>Speaking</b>	The job requires expressing ideas by the spoken word.
X	<b>Listening</b>	The job requires the perception of speech or the nature of sounds in the air.
	<b>Other</b>	See description below

Describe any other physical job requirements below:

Diving to inspect wharves and navigational ways

**7.2.2 MENTAL / VISUAL REQUIREMENTS**

Mark with an [ X ] below the most appropriate mental / visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (e.g. tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counsellors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other (outline below)


**7.2.3 WORK ENVIRONMENT & WEATHER EXPOSURE**

Selecting one response only show what percent of a typical workday is spent:

- 80      Indoors in a comfortable temperature-controlled environment (for instance, in an office)
- Indoors in a non-temperature-controlled environment (e.g. storerooms and warehouses, etc.)
- 10      Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- 10      Outdoors but in an enclosed vehicle protected from extreme weather conditions.

**7.2.4 OTHER PHYSICAL WORKING CONDITIONS**

Mark an [ X ] in the box if none of the following is applicable

Show what percent of a typical workday this position is exposed to:  
Position Description - Chief Engineer  
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- 10      Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odours).
- Vibration (i.e., operating jackhammer, impact wrench).
- Noise (Exposure at a level enough to cause bearing loss or fatigue).
- An improperly illuminated or awkward and confining work space.
- 5      Working above ground level where the chance of falling exists (e.g. ladders, bucket trucks etc)
- Lifting or carrying items or objects. Describe item/object and weight:


Heat. Describe source and degree of high temperature.


Cold. Describe source and degree of cold temperature:


Other hazards. Describe:


**7.2.5 IRREGULAR / UNUSUAL JOB REQUIREMENTS**

Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

Mark an [ X ] in the box if not applicable

Condition	Frequency of Exposure

**7.3 WORK SCHEDULE / HOURS**

Work Schedule/Hours – Mark an [ X ] the most appropriate work schedule/hours for the job.

- Regular - Standard Eight (8) hours daily, Monday - Friday
- Irregular - Shift work - A 24-hour work operation.
- Regular / Irregular - Overtime hours with overtime pay entitlement

State purpose and average total hours required per pay period:


- Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:

During emergency situations

The information given on this position is complete and correct.

\_\_\_\_\_  
 Signature of Employee

\_\_\_\_\_  
 Date

**PROPOSED AMENDMENT to JOB STANDARD of  
MARKETING ADMINISTRATOR to  
MARKETING AND COMMUNICATIONS MANAGER**

**CLASSIFICATION REVIEW:**

The proposed Marketing and Communications Manager position will be responsible for the Authority's communication and marketing functions. Under the administrative direction, the position plans, organizes and coordinates public information, media communications, crisis communication and civic engagement activities of the Port and does related work as required. The position serves as the Port's Public Information Officer, including during emergency incidents.

The distinguishing characteristics of the position is at a division head level. Through subordinate professional staff, the position is responsible for the Port's public information and communication functions. This position exercises independent judgment and discretion in the coordination of communications and advocacy activities with other divisions and outside agencies to engage stakeholders and provide highly administrative support to the General Manager.

The position requires knowledge of:

- Principles and practices of communication methods and marketing techniques.
- Modern administrative and management principles, procedures and techniques, particularly as applied to the overall management of a comprehensive communications program.
- Principles and practices of public relations and community outreach.
- Effective public presentation methods to attract and inform a variety of audiences.
- Political issues, community development issues, and legislative developments of importance to the Port.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Applicable local and federal laws and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Social media, web design and graphic/visual presentation methods.
- Principles and practices of budget preparation and administration.
- Principles of management, supervision, training and employee development.

The position requires ability to:

- Organize, supervise and coordinate the work of subordinate employees.
- Analyze difficult problems, develop a positive course of action and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically and think imaginatively and creatively.
- Respond to tight schedules and pressures.
- Communicate effectively in writing, orally and with others to assimilate, understand and convey information, in a manner consistent with job functions.
- Properly interpret and make decisions in accordance with appropriate laws, regulations and policies.
- Develop and maintain good public relationships with Board of Directors, management and local and federal stakeholders.

Classification Review

Proposed Amendment to Job Standard of Marketing Administrator to  
Marketing and Communications Manager

Page 2

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- Actively manage the division's staff so that a strong orientation toward public service, teamwork, the development of high quality products and the achievement of desired results is maintained.
- Prepare and present clear, effective and accurate staff reports, correspondence, policies, procedures and other oral and written materials.
- Make effective public presentations in routine and emergency situations.
- Establish and maintain effective relationships with those contracted in the course of work.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Take a proactive approach to customer service issues.
- Organize own work as well as the work of others, set priorities, meet critical deadlines and follow-up on assignments with minimum direction.
- Plan, distribute, direct, coordinate, review and evaluate the work assigned staff and train staff in work procedures.
- Represent the Port effectively in contacts with public officials, representatives of other Government of Guam agencies and the public, occasionally in situations where relationships may be difficult or strained.
- Work in a safe manner modeling correct Port safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

The position requires the possession of skill in using a personal computer and associated applications.

The position will be managing the programs and activities of the Marketing and Communication Division with a total of approximately 3 employees occupying Program Coordinator positions.

The position reports to the Deputy General Manager for Administration & Finance. The dimensions of the position are:

No. of Personnel:	3
Operating Budget:	\$490,004

Guidelines to be used by this position includes established laws, agency/division policies and the principles, methods, practices, and techniques involved in local and federal procurement.

The experience and training of the position requires:

- Experience: Seven (7) years of progressively more responsible professional communications and public relations experience, including at least three (3) years in a supervisory capacity.
- Education & Training: A bachelor's degree from an accredited college with major coursework in communications, journalism, marketing or related field.



Classification Review  
Proposed Amendment to Job Standard of Marketing Administrator to  
Marketing and Communications Manager

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The job evaluation points process is based on twelve (12) job factors (i.e., education, experience, complexity, scope of work, problem solving, freedom to act/supervision received, work environment, physical demands, impact of discretionary decisions, human relations skills/contacts, authority exercised and supervisory/managerial responsibilities. Additionally, a comparative analysis was conducted of the proposed position's counterparts within the organization. The factors in determining the pay grade allocation are attached.

**ANALYSIS OF SIMILARITIES AND DIFFERENCES:**

A review of the Government of Guam Classification Plan's Occupational Listing and other autonomous agencies staffing patterns reveal there are positions that are closely associated with the proposed amended Marketing and Communications Manager position, however, those positions are subjected to the sole use of the line departments or autonomous agencies and cannot be used by the Port Authority of Guam.

As a result, it is recommended that Marketing Administrator job standard be amended to reflect Marketing and Communications Manager job standard under the Port's Classification and Compensation Plan.

**FISCAL NOTE:**

The full-time equivalency (FTE) and funding has been identified and approved by the Board of Directors.

**RECOMMENDATION:**

Our review has determined the following pay grade allocation for the Marketing and Communications Manager:

Structural Adjustment -- Minimum	Structural Adjustment -- Maximum
O-6D \$110,118	O-7D \$114,589

Based on the above and the attached analysis and documents, the job standard of Marketing Administrator be amended to reflect Marketing and Communications Manager and the resultant pay grade allocations at the pay grades indicated above in the classified service.

  
CARMELITA C. NEDEDOG  
Acting Personnel Services Administrator

Date: 4/17/2024

Attachments

Classification Code Number: \_\_\_\_\_

**MARKETING AND COMMUNICATIONS MANAGER  
(Proposed Amendment)**

**NATURE OF WORK IN THIS CLASS:**

Under administrative direction, plans, organizes, coordinates and directs public information, media communications, issues management, crisis communications and civic engagement activities of the Port and performs related work as required. Through professional staff, the position is responsible for the Port's public information and communications functions. This position exercises independent judgment and discretion in the coordination of communications and advocacy activities of other divisions and outside Government of Guam agencies to engage stakeholders and provides highly complex administrative support to Port management.

**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.)

Develops, plans and implements the goals and objectives of the Marketing and Communications Division; recommends and administers policies and procedures.

Coordinates the division's activities with those of other divisions and outside Government of Guam agencies and organizations; provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.

Directs, oversees and participates in the division's work plans; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Collaboratively develops, maintains and promotes the Agency's brand.

Identifies challenges and emerging issues facing the Port; works collaboratively with leadership team to recognize internal and external communications opportunities and solution; defines and executes appropriate strategies in response.

Establishes short- and long-range goals and implementation plans for the division's services.

Supervise and participates in the development and administration of the division budget; directs and forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the division.

Plans, organizes, directs and participates in the Port's public information, civic engagement, and media relations activities including developing and implementing internal and external communications strategic plans.

Serves as the Port's Public Information Officer; directs the communications content of press releases, Port website information, electronic communication and newsletters; prepares speeches, responses and related materials for public information purposes.

Serves as the main contact for the Port in the event of an emergency; provides professional and technical support to emergency services divisions.

Serves as the media advisor to the Board of Directors, General Manager and Port staff; provides communication training and marketing and outreach support.

Represents the Agency to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Builds and maintains positive working relationships with co-workers, other local and federal Government employees and the public using principles of good customer service.

Performs other duties and responsibilities as required or assigned.

**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of:

- Principles and practices of communication methods and marketing techniques.
- Modern administrative and management principles, procedures and techniques, particularly as applied to the overall management of a comprehensive communications program.
- Principles and practices of public relations and community outreach.
- Effective public presentation methods to attract and inform a variety of audiences.
- Political issues, community development issues, and legislative developments of importance to the Port.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Applicable local and federal laws and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Social media, web design and graphic/visual presentation methods.
- Principles and practices of budget preparation and administration.
- Principles of management, supervision, training and employee development.

Ability to:

- Organize, supervise and coordinate the work of subordinate employees.
- Analyze difficult problems, develop a positive course of action and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically and think imaginatively and creatively.
- Respond to tight schedules and pressures.
- Communicate effectively in writing, orally and with others to assimilate, understand and convey information, in a manner consistent with job functions.

- Properly interpret and make decisions in accordance with appropriate laws, regulations and policies.
- Develop and maintain good public relationships with Board of Directors, management and local and federal stakeholders.
- Actively manage the division's staff so that a strong orientation toward public service, teamwork, the development of high quality products and the achievement of desired results is maintained.
- Prepare and present clear, effective and accurate staff reports, correspondence, policies, procedures and other oral and written materials.
- Make effective public presentations in routine and emergency situations.
- Establish and maintain effective relationships with those contracted in the course of work.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Take a proactive approach to customer service issues.
- Organize own work as well as the work of others, set priorities, meet critical deadlines and follow-up on assignments with a minimum of direction.
- Plan, distribute, direct, coordinate, review and evaluate the work assigned staff and train staff in work procedures.
- Represent the Port effectively in contacts with public officials, representatives of other Government of Guam agencies and the public, occasionally in situations where relationships may be difficult or strained.
- Work in a safe manner modeling correct Port safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in using a personal computer and associated applications.

#### **MINIMUM EXPERIENCE AND TRAINING**

- A. Seven (7) years of progressively more responsible professional communications and public relations experience, including at least three (3) years in a supervisory capacity; and possession of a bachelor's degree from an accredited college with major coursework in communications, journalism, marketing or related field; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED:

AMENDED:

EVALUATION POINTS: 1162

PAY GRADE:

Structural Adjustment - Minimum: O-6D \$110,118

Structural Adjustment - Maximum: O-7D \$114,589

**JOB EVALUATION**  
For  
**MARKETING AND COMMUNICATIONS MANAGER**

<b>Factors</b>	<b>Points</b>	<b>Comments</b>
Education	J 132	Tertiary/Professional: Requires a post high school tertiary qualifications, polytechnic or equivalent educational body. Bachelor's degree including degrees with double majors and conjoint degrees.
Experience	J 152	Diverse: Experience in managing/administering a major function/department or division of a small to medium size organization or a major department/branch of a large organization, e.g., 8 to 10 years + experience.
Complexity	D 55 284 156.2	Involved: Whilst the end results are still generally defined the means of achieving them are becoming unspecified and as a result more complex. The need to balance continuous conflicting demands together with an increasing level of unpredictability is encountered.
Scope of Work	D 20 284 56.8	Managerial: Management of a significant operational or functional unit/department or division including the planning, directing and controlling of all activities and resources.
Problem Solving	E 132	Complex: Problems contain unexpected and unusual elements not previously encountered. Extensive research may be required. Corporate policies and available expertise will not necessarily provide a complete answer to the problem.
Freedom to Act/Supervision Received	E 115	Guidance: Jobholder is expected to work with a large of independence within the organization's plans, policies and reporting requirements. Overall guidelines and objectives are discussed initially and progress is reviewed intermittently and informally.
Work Environment	B1 16	Work usually performed indoors in favorable working conditions but with occasional exposure to unpleasant environmental influences, e.g., as noise, heat, dirt, cold, dampness, etc.
Physical Demands	A1 22	Work is usually performed sitting, with the opportunity to stand and walk freely.
Impact of Discretionary Decisions	D2 76	Direct impact of a single decision causes a major impact which can be expressed in dollar terms of tens of thousands of dollars.
Human Relations Skills/Contacts	E4 76	Sensitive/Responsive: Extensive contact with a large part of the organization and/or a need to lead, motivate and direct staff in sensitive employee relationships conditions.
Authority Exercised	G2 152	Approves routine expenditure within budgetary limits and is accountable for an O&M budget \$200,000 to \$2 million.
Supervisory & Managerial Responsibility	E2 76	Has full supervisory/managerial responsibility for 4 Port staff and outside contractors' employees.
<b>TOTAL POINTS</b>	<b>1162</b>	

**PAY GRADE ALLOCATION**

<b>Job Evaluation Points</b>	<b>Pay Grade/Step &amp; Sub-Step</b>	<b>Minimum Salary</b>	<b>Pay Grade/Step &amp; Sub-Step</b>	<b>Maximum Salary</b>
1162	O-6D	\$110,118	O-7D	\$114,589

# PORT AUTHORITY OF GUAM



## POSITION DESCRIPTION

### 1.0 IDENTIFICATION

<b>POSITION TITLE</b>	Marketing and Communications Manager
<b>POSITION NUMBER</b>	
<b>NAME OF EMPLOYEE</b>	
<b>NAME OF DIRECT SUPERVISOR</b>	
<b>TITLE OF DIRECT SUPERVISOR</b>	Deputy General Manager, Administration & Finance
<b>JOB LOCATION (Department / Agency)</b>	Port Authority of Guam
<b>DIVISION</b>	Marketing and Communications
<b>DEPARTMENT</b>	Administration & Finance
<b>SECTION / UNIT</b>	
<b>FLSA</b>	
<b>CLASSIFICATION</b>	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
<b>JOB EVALUATION POINTS</b>	1162
<b>PAY GRADE</b>	O-6D
<b>POSITION DESCRIPTION (Reviewed)</b>	

**2.0 DESCRIPTION OF DUTIES**

**2.1 ESSENTIAL FUNCTIONS**

Organize and list duties and/or responsibilities that must be performed using one of the formats below:

- a) Daily work assignments, beginning with the first duty and ending with the last duty of the day
- b) Percentage of time. Show % for each duty and/or responsibility (Note: total % should equal 100%)
- c) Order of importance, beginning with the most important

Mark with an [ X ] one format only: a)  b)  c)

Duty No or % of Time	Duties and/or Responsibilities
1	Develops, plans, and implements the division's goals and objectives; recommends and administers policies and procedures.
2	Coordinates the division's activities with those of other divisions and local and federal government and organizations; provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.
3	Directs the design and implementation of marketing and advertising campaigns to promote the Port's services, activities, programs and special events.
4	Identifies challenges and emerging issues facing the Port; works collaboratively with leadership team to recognize internal and external communications opportunities and solutions and defines and executes appropriate strategies in response.
5	Establishes short- and long-range goals and implementation plans for division services.
6	Supervises and participates in the development and administration of the division's budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies, monitors and approves expenditures; implements mid-year adjustments.
7	Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the division.
8	Serves as the Port's Public Information Officer; directs the communication content of press releases, Port website information, electronic communication and newsletters; prepares speeches, response and related materials for public information purposes.
9	Serves as a media advisor to the Board of Directors, General Manager and Port staff; provides communications training and marketing and outreach support.
10	Performs other related duties and responsibilities as assigned.

**2.2 NON-ESSENTIAL OR ADDITIONAL FUNCTIONS**

List duties and responsibilities not listed above that may be performed, as assigned:

Duty No or % of Time	Duties and/or Responsibilities
	None

**3.0 CONTACTS**

Departments, agencies and/or individuals you deal with during the course of your daily activities:

**3.1 WITHIN DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
	15 - 50% of total working hours
X	Over 50% of total working hours

**3.2 OUTSIDE DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
	15 - 50% of total working hours
X	Over 50% of total working hours

**4.0 SUPERVISION RECEIVED**

How closely is the employee / job holder’s work reviewed by their direct Supervisor.

Mark one correct response below with an [ X ]

	Detailed and specific instructions / procedures received or followed for each assignment
	General Supervision - Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
	Direction - Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, managers and supervisors.
X	General Direction - Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**5.0 SUPERVISION EXERCISED**

The employee / job holder supervises other employees. List the number of employees supervised, their position titles and a brief description of their responsibilities.



If the employee has no supervisory responsibility mark [ X ] in this box

No Supervised	Position Title	Description of Responsibilities
3	Program Coordinator IV, III, II	Participates in developing and implementing marketing and/or public relations strategies and plans, as well as, campaign-or project specific strategies and plans to meet Port marketing and public relations goals and objectives.

**6.0 EQUIPMENT**

List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

%	Tools / Equipment
100%	Personal Computer

**7.0 JOB REQUIREMENTS**

Mark [ X ] in this box if the job holder is unable to complete this section. The direct Supervisor will then complete this section for the job holder.

**7.1 MINIMUM QUALIFICATION REQUIREMENTS**

Identify below the minimum experience and training a qualified applicant must have before employment.

**7.1.1 WORK EXPERIENCE**

List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark an [ X ] in box a) "No work experience required."

a) No work experience required

b) General Years    Months


c) Specialized	Years	Months
Professional communications and public relations experience	7	0

d) Supervisor / Management	Years	Months
Direct supervisory experience responsible for direction and evaluation of staff.	3	0

If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

	Years	Months

**7.1.2 FORMAL EDUCATION OR TRAINING**

Mark an [ X ] in the box that indicates the most applicable education level required :

- Below High School. Show number of years :
- High School Graduation / GED
- Vocational / Technical School. Detail below the specific training that is required by this position :

4 year apprenticeship program in mechanical, electrical, hydraulic and electronics of equipment.

- Some College. Show number of  Semester Hours, or  Quarter Hours

Detail below specific courses required by the essential functions of this position:


- College Degree. Show major area of study required :

Associates :	
Bachelors :	With major coursework in communications, journalism, marketing or related field
Masters :	
Beyond Masters :	

**7.1.3 CRITICAL SKILLS / EXPERTISE**

List specialized skills or specialization needed to perform essential functions:

Supervise, train and evaluate staff.

**7.1.4 LICENSE / REGISTRATION OR CERTIFICATION**

List possession of required license, professional registration/certification needed to perform essential functions:


**7.2 MENTAL / VISUAL / PHYSICAL & ENVIRONMENTAL JOB REQUIREMENTS**

**7.2.1 PHYSICAL REQUIREMENTS**

Mark with an [ X ] below the most appropriate physical requirement(s) for the job.

	Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
	Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
X	Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time.
	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
	Lifting	Employee is required to raise or lower objects from one level to another regularly.
	Pulling and/or Pushing	The job requires exerting force up to ____ pounds on a regular basis to move the object to or away from the employee.
	Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
	Reaching	The employee is regularly required to use the hands and arms to reach for objects.
	Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
X	Speaking	The job requires expressing ideas by the spoken word.
X	Listening	The job requires the perception of speech or the nature of sounds in the air.
	Other	See description below

Describe any other physical job requirements below :


**7.2.2 MENTAL / VISUAL REQUIREMENTS**

Mark with an [ X ] below the most appropriate mental / visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (e.g. tractor trailer driver, fire fighter, line electrician, etc.)
  
- Verbal Intelligence (typical for counsellors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other (outline below)


**7.2.3 WORK ENVIRONMENT & WEATHER EXPOSURE**

Selecting one response only show what percent of a typical workday is spent:

- %
- 90      Indoors in a comfortable temperature-controlled environment (for instance, in an office)
- Indoors in a non-temperature-controlled environment (e.g. storerooms and warehouses, etc.)
- 10      Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- Outdoors but in an enclosed vehicle protected from extreme weather conditions.

**7.2.4 OTHER PHYSICAL WORKING CONDITIONS**

Mark an [ X ] in the box if none of the following is applicable

Show what percent of a typical workday this position is exposed to:  
%

- 10 Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odours).
- Vibration (i.e., operating jackhammer, impact wrench).
- Noise (Exposure at a level enough to cause hearing loss or fatigue).
- An improperly illuminated or awkward and confining work space.
- Working above ground level where the chance of falling exists (e.g. ladders, bucket trucks etc)
- Lifting or carrying items or objects. Describe item/object and weight:

--

- Heat. Describe source and degree of high temperature.

--

- Cold. Describe source and degree of cold temperature:

--

- Other hazards. Describe:


**7.2.5 IRREGULAR / UNUSUAL JOB REQUIREMENTS**

Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

Mark an [ X ] in the box if not applicable

Condition	Frequency of Exposure

**7.3 WORK SCHEDULE / HOURS**

Work Schedule/Hours – Mark an [ X ] the most appropriate work schedule/hours for the job.

- Regular - Standard Eight (8) hours daily, Monday - Friday
- Irregular - Shift work - A 24-hour work operation.
- Regular / Irregular - Overtime hours with overtime pay entitlement

State purpose and average total hours required per pay period:


- Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:

Only upon emergency presence is required to coordinate the communication activities.

The information given on this position is complete and correct.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**PROPOSED AMENDMENT to JOB STANDARD of  
CRANE OPERATOR LEADER to  
TRANSPORTATION LEADER**

**CLASSIFICATION REVIEW:**

The proposed Transportation Leader will lead and participate in the operation of gantry cranes, top loaders, side lifters, forklifts ranging from 5 to 20 tons and tractors-trailers, flat beds, light trucks and similar equipment in the loading, unloading and storage of containerized and breakbulk vessels between vessels and terminal facilities.

The position requires knowledge of:

- Standards methods and techniques used in the operation in the gantry cranes, top loaders, side lifters, forklifts and tractor-trailers, flatbeds, light trucks and similar equipment.
- Traffic laws and safe driving practices.

The position requires ability to:

- Operate moderately heavy to large and heavy equipment on complex and delicate tasks.
- Lead the work of others.
- Estimate the time, materials, tools and equipment needed for work projects.
- Ensure that materials, tools and equipment are properly maintained and that replacement parts are available.
- Apply and enforce safe work practices on the job.
- Work effectively with the public and employees.
- Communicate effectively—orally and in writing.

The position requires the possession of skill in the operation of gantry cranes, top loaders, side lifters, forklifts ranging from 5 to 20 tons, tractor-trailers, flatbeds, light trucks and similar equipment.

The position will lead the work of employees occupying Equipment Operator and Crane Operator positions in the Transportation Division as follows:

No. of Personnel	Position Title
10	Crane Operator
10	Equipment Operator III
21	Equipment Operator II

The position may lead the work of employees occupying Port Terminal Worker positions when assigned to the division during normal and vessel operations.

The position reports to Transportation Supervisor. Guidelines to be used by this position involves general instructions and specific completion targets are normally specified.

The experience and training of the position requires:

- Experience: Five years of experience in the operation of gantry cranes, top loaders, side loaders, forklifts ranging from 5 to 20 tons, tractor-trailers flat beds and light trucks, which one year must be at the skilled level of operating gantry cranes.
- Education: High school diploma or equivalency.

- License and Certification: Possession of a valid chauffeur's license and certification of crane operator training.

The job evaluation points process is based on twelve (12) job factors (i.e., education, experience, complexity, scope of work, problem solving, freedom to act/supervision received, work environment, physical demands, impact of discretionary decisions, human relations skills/contacts, authority exercised and supervisory/managerial responsibilities. Additionally, a comparative analysis was conducted of the proposed position's counterparts within the organization. The factors in determining the pay grade allocation are attached.

**ANALYSIS OF SIMILARITIES AND DIFFERENCES:**

A review of the Government of Guam Classification Plan's Occupational Listing and other autonomous agencies staffing patterns reveal there are positions that are closely associated with the proposed amended Transportation Leader position, however, those positions are subjected to the sole use of the line departments or autonomous agencies and cannot be used by the Port Authority of Guam.

As a result, it is recommended that Crane Operator Leader job standard be amended to reflect Transportation Leader job standard under the Port's Classification and Compensation Plan.

**FISCAL NOTE:**

The full-time equivalency (FTE) and funding has been identified and approved by the Board of Directors.

**RECOMMENDATION:**

Our review has determined the pay grade allocation for the Transportation Leader remain status quo as follows:

Structural Adjustment – Minimum	Structural Adjustment – Maximum
J-8B \$57,540	J-9B \$59,876

Based on the above and the attached analysis and documents, the job standard of Crane Operator Leader be amended to reflect Transportation Leader and the pay grade indicated above in the classified service remain status quo.

  
CARMELITA C. NEDEDOG  
Acting Personnel Services Administrator

Date: 4/17/2024

Attachments



Classification Code Number: \_\_\_\_\_

**TRANSPORTATION LEADER  
(Proposed Amendment)**

**NATURE OF WORK IN THIS CLASS:**

Leads and performs operation of gantry cranes, top loaders, side lifters, forklifts ranging from 5 to 20 tons, tractors-trailers, flatbeds, light trucks and similar equipment in the loading, unloading and storage of containerized and breakbulk vessels between vessels and terminal facilities.

**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 and operates gantry cranes, top loaders, side lifters, forklifts ranging from 5 to 20 tons, tractor-trailers, flat beds, light trucks and similar equipment in the loading, unloading and storage of containerized and breakbulk vessels between vessels and terminal facilities.

Estimates time, material and equipment needed for work projects.

Ensures that materials, tools and equipment are properly maintained and that replacement are available.

Operates equipment for complex and delicate tasks.

Inspects, cleans and services equipment; maintains, makes minor repairs and reports mechanical defects of equipment.

Maintains work records and prepare reports.

Performs other duties and responsibilities as required or assigned.

**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of:

- Standard methods and techniques used in the operation of gantry cranes, top loaders, side loaders, forklifts, tractor-trailers, flat beds, light trucks and similar equipment.
- Traffic laws and safe driving practices.

Ability to:

- Operate moderately heavy to large and heavy equipment on complex and delicate tasks.
- Lead the work of others.
- Estimate the time, materials, tools and equipment needed for work projects.
- Ensure that materials, tools and equipment are properly maintained and that replacement parts are available.
- Apply and enforce safe work practices on the job.
- Work effectively with the public and employees.
- Communicate effectively, orally and in writing.

Skill in the operation of gantry cranes, top loaders, side lifters, forklifts ranging from 5 to 20 tons, tractor-trailers, flatbeds, light trucks and similar equipment.

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Five years of experience in the operation of gantry cranes, top loaders, side loaders, forklifts ranging from 5 to 20 tons, tractor-trailers flat beds and light trucks, which one year must be at the skilled level of operating gantry cranes; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATION:**

License and Certification: Possession of a valid chauffeur's license and certification of crane operator training.

ESTABLISHED:

AMENDED:

EVALUATION POINTS: 718

PAY GRADE:

Structural Adjustment - Minimum: J-8B \$57,540  
Structural Adjustment - Maximum: J-9B \$59,876

**JOB EVALUATION**  
For  
**TRANSPORTATION LEADER**

<b>Factors</b>	<b>Points</b>	<b>Comments</b>
Education	I 115	Requires e.g., 4-5 years high schooling plus highly technical training or advanced practical courses of study at a more advanced level. Training relates to and emphasizes specific technical training towards a specific trade or professional rather than generalized management training. In some instances, it may require that formal registration and annual re-registration (based on demonstrated competency of the individual) to enable them to practice the trade or profession. Indicative Qualification Level: Qualified/Certified Journeyman/Trade Certificate/Associate Degree (various disciplines).
Experience	I 115	The job requires advanced/specialized experience in a technical, scientific or professional field often gained through the attainment of additional relevant qualifications and/or post qualification practical experience. It may be necessary to work in harmony with conflicting and diverse activities and this may involve the control of resources and people, e.g., 5-7 years related experience.
Complexity	D45 230 103.5	Involved: Whilst the ends results are still generally defined the means of achieving them are becoming unspecified and as a result more complex to that outlined in the Defined section. The need to balance continuous conflicting demands (often from diverse sources) together with an increasing level of unpredictability is encountered.
Scope of Work	C 15 230 34.5	Supervision of others is required and/or coordination of resources and processes (human/physical/financial) in order to achieve significant outcomes for the organization.
Problem Solving	D 66	Problems are varied and the solution requires some research. Initiative and judgment is required in interpretation and that is often against and perhaps contradictory cases. In some instances problems encountered may extend beyond the need for short-term solutions.
Freedom to Act/Supervision Received	D 66	General Instructions. Work is subject to general instructions only and specific completion targets are normally specified. Progress reviews are usually undertaken but in most instances assistance by a superior is given only when requested.
Work Environment	D3 76	Work performed indoors with considerable exposure to disagreeable environmental influences, e.g., noise, heat, dirt, cold, dampness, etc.
Physical Demands	A3 38	Work frequently involves stooping, bending, kneeling or climbing.
Impact of Discretionary Decisions	B1 33	Direct impact of a single decision causes some impact which can be expressed in dollar terms of hundreds of dollars.
Human Relations Skills/Contacts	C2 38	Discusses and seeks cooperation from others areas of the organization and/or has some supervisory involvement.
Authority Exercised	A0 0	No authority to commit capital expenditure, approves loans, extend credit or incur routine expenditure.

Supervisory & Managerial Responsibility	CI 33	Has significant involvement in training/guiding staff within the organization or manages projects but without line management responsibility.
<b>TOTAL POINTS</b>	<b>718</b>	

**PAY GRADE ALLOCATION**

Job Evaluation Points	Pay Grade/Step & Sub-Step	Minimum Salary	Pay Grade/Step & Sub-Step	Maximum Salary
718	J-8B	\$57,540	J-9B	\$59,876

# PORT AUTHORITY OF GUAM



## POSITION DESCRIPTION

### 1.0 IDENTIFICATION

<b>POSITION TITLE</b>	Transportation Leader
<b>POSITION NUMBER</b>	
<b>NAME OF EMPLOYEE</b>	
<b>NAME OF DIRECT SUPERVISOR</b>	
<b>TITLE OF DIRECT SUPERVISOR</b>	Transportation Supervisor
<b>JOB LOCATION (Department / Agency)</b>	Port Authority of Guam
<b>DIVISION</b>	Operation
<b>DEPARTMENT</b>	Transportation
<b>SECTION / UNIT</b>	Superintendent
<b>FLSA</b>	
<b>CLASSIFICATION</b>	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Vacant
<b>JOB EVALUATION POINTS</b>	718
<b>PAY GRADE</b>	J-8B
<b>POSITION DESCRIPTION (Reviewed)</b>	

**2.0 DESCRIPTION OF DUTIES**

**2.1 ESSENTIAL FUNCTIONS**

Organize and list duties and/or responsibilities that must be performed using one of the formats below :

- a ) Daily work assignments, beginning with the first duty and ending with the last duty of the day
- b ) Percentage of time. Show % for each duty and/or responsibility (Note: total % should equal 100%)
- c ) Order of importance, beginning with the most important

Mark with an [ X ] one format only: a)  b)  c)

Duty No or % of Time	Duties and/or Responsibilities
1	LEADS AND PARTICIPATES IN THE OPERATIONS OF MOBILE HARBOR CRANE, GANTRY, STRADDLE HOIST, STICK CRANE, TOP-LIFTER, SIDE-LOADER, TRACTOR TRAILER, FORKLIFT, AND SIMILAR HEAVY, MODERATE AND LIGHT SEAPORT CARGO HANDLING EQUIPMENT AND MACHINERY FOR LOADING, UNLOADING, STORAGE AND ISSUING OF CONTAINERIZED AND BREAKBULK CARGO BETWEEN VESSEL AND TERMINAL FACILITIES.
2	ESTIMATES TIME, MATERIAL AND EQUIPMENT NEEDED FOR WORK PROJECTS; INSURES THAT MATERIALS, TOOLS AND EQUIPMENT ARE PROPERLY MAINTAINED AND REPLACEMENT PARTS ARE AVAILABLE.
3	PLANS AND PARTICIPATES IN HEAVY LIFT, COMPLEX AND DELICATE TASK OR OPERATION WHEN SEAPORT CARGO CRANES IS TO BE USED AND TO ENSURE THAT ALL PROPER RIGGING GEARS, CARGO LOCATION AND WEIGHTS COULD BE ACCOMPLISHED IN A SAFE MANNER.
4	ENSURE THAT ALL OPERATORS AND EQUIPMENTS ARE PROPERLY ASSIGNED; MAKES ADJUSTMENT TO PERSONNEL AND EQUIPMENT AS NEEDED TO ACCOMPLISH ALL OPERATIONS; ENSURE THAT OPERATIONS REQUIREMENTS ARE MET; LEAD AND PARTICIPATE IN ALL MODES OF OPERATIONS.
5	CONDUCTS, IDENTIFY, APPLIES AND ENFORCE SAFE WORK PRACTICES ON THE JOB.
6	MAINTAINS RECORDS AND PREPARE REPORTS.
7	PERFORM OTHER RELATED DUTIES AS REQUIRED.

**2.2 NON-ESSENTIAL OR ADDITIONAL FUNCTIONS**

List duties and responsibilities not listed above that may be performed, as assigned :

Duty No or % of Time	Duties and/or Responsibilities

**3.0 CONTACTS**

Departments, agencies and/or individuals you deal with during the course of your daily activities :

**3.1 WITHIN DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
	15 - 50% of total working hours
X	Over 50% of total working hours

**3.2 OUTSIDE DEPARTMENT / AGENCY**

Mark one correct response below with an [ X ]

	None
	Up to 15% of total working hours
X	15 - 50% of total working hours
	Over 50% of total working hours

**4.0 SUPERVISION RECEIVED**

How closely is the employee / job holder's work reviewed by their direct Supervisor.

Mark one correct response below with an [ X ]

	Detailed and specific instructions / procedures received or followed for each assignment
	General Supervision - Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.

X	Direction - Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, managers and supervisors.)
	General Direction - Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**5.0 SUPERVISION EXERCISED**

The employee / job holder supervises other employees. List the number of employees supervised, their position titles and a brief description of their responsibilities.

If the employee has no supervisory responsibility mark [ X ] in this box

No Supervised	Position Title	Description of Responsibilities
16	CRANE OPERATORS	
29	EQUIPMENT OPERATOR II	
7	EQUIPMENT OPERATOR III	

**6.0 EQUIPMENT**

List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

%	Tools / Equipment
	MOBILE HAVOR CRANE
	GANTRY CRANE
	STRADDLE HOIST
	STICK CRANE
	TOP-LIFTER
	SIDE-LOADER
	TRACTOR TRAILER
	FORKLIFT 5, 10, 20 TON CAPACITY
	FLATBED TRUCK
	POWER SWEEPER
	COMPUTER
	CALCULATOR
	PICK UP TRUCK
	15 PASSENGER VAN

**7.0 JOB REQUIREMENTS**



Mark [ X ] in this box if the job holder is unable to complete this section. The direct Supervisor will then complete this section for the job holder.

**7.1 MINIMUM QUALIFICATION REQUIREMENTS**

Identify below the minimum experience and training a qualified applicant must have before employment.

**7.1.1 WORK EXPERIENCE**

List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark an [ X ] in box a) "No work experience required."

a) No work experience required

b) General Years    Months

EXPERIENCE IN THE OPERATION OF THE MOBILE HARBOR CRANE, GANTRY, STRADDLE HOIST, STICK CRANES AND SIMILAR HEAVY EQUIPMENTS	5	
EXPERIENCE IN THE OPERATION OF HEAVY, MODERATE AND LIGHT TRUCKS, MOTOR VEHICLE AND EQUIPMENTS	4	
ANY EQUIVALENT COMBINATION OF EXPERIENCE AND TRAINING IN WHICH PROVIDES MINIMUM KNOWLEDGE, ABILITIES AND SKILLS		

c) Specialized Years    Months


d) Supervisor / Management Years    Months


If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.

Years    Months


**7.1.2 FORMAL EDUCATION OR TRAINING**

Mark an [ X ] in the box that indicates the most applicable education level required :

Below High School. Show number of years :

High School Graduation / GED

Vocational / Technical School. Detail below the specific training that is required by this position :


Some College. Show number of  Semester Hours, or

Quarter Hours

Detail below specific courses required by the essential functions of this position :


College Degree. Show major area of study required :

Associates :	
Bachelors :	
Masters :	
Beyond Masters :	

### 7.1.3 CRITICAL SKILLS / EXPERTISE

List specialized skills or specialization needed to perform essential functions :

SKILLED IN THE OPERATION OF MOBILE HARBOR CRANE, GANTRY CRANE, STICK CRANE, STRADDLE HOIST, TOP-LIFTER, SIDE-LOADER, FORKLIFT, TRACTOR TRAILER AND SIMILAR HEAVY, MODERATE AND LIGHT EQUIPMENT AND MACHINERY
KNOWLEDGE OF STANDARD METHODS AND TECHNIQUES USED IN THE OPERATION OF MOBILE HARBOR CRANE, GANTRY, STRADDLE HOIST, TOP-LIFTER, SIDE-LOADER, STICK CRANE, TRACTOR TRAILER, FORKLIFT AND SIMILAR HEAVY, MODERATE AND LIGHT EQUIPMENT AND MACHINERY
KNOWLEDGE OF TRAFFIC LAWS AND SAFE OPERATING PRACTICES
ABILITY TO OPERATE HEAVY, MODERATE, AND LIGHT EQUIPMENT FOR HEAVY LIFT, COMPLEX AND DELICATE TASK OR OPERATION
ABILITY TO LEAD THE WORK OF OTHERS
ABILITY TO ESTIMATE THE TIME, MATERIALS AND EQUIPMENT NEEDED FOR WORK PROJECTS
ABILITY TO ENSURE THAT MATERIALS, TOOLS AND EQUIPMENT ARE PROPERLY MAINTAINED AND THAT REPLACEMENT PARTS ARE AVAILABLE
ABILITY TO CONDUCT, IDENTIFY, APPLY AND ENFORCE SAFE WORK PRACTICES ON THE JOB

ABILITY TO WORK EFFECTIVELY WITH EMPLOYEES AND THE PUBLIC
ABILITY TO COMMUNICATE EFFECTIVELY, ORALLY AND IN WRITING
<b>7.1.4 LICENCE / REGISTRATION OR CERTIFICATION</b>

List possession of required license, professional registration/certification needed to perform essential functions :

POSSESSION OF A VALID CHAUFFEUR "B AND C" LICENSE
CRANE OPERATOR CERTIFICATION
POSITION FUNCTION SPECIFIC TRAINING
HAZMAT TRAINING
HAZWOPER TRAINING
FORKLIFT TRAINING

**7.2 MENTAL / VISUAL / PHYSICAL & ENVIRONMENTAL JOB REQUIREMENTS**

**7.2.1 PHYSICAL REQUIREMENTS**

Mark with an [ X ] below the most appropriate physical requirement(s) for the job.

X	Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
X	Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
X	Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time.
X	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
X	Lifting	Employee is required to raise or lower objects from one level to another regularly.
X	Pulling and/or Pushing	The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee.
X	Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
X	Reaching	The employee is regularly required to use the hands and arms to reach for objects.
X	Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
X	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
X	Speaking	The job requires expressing ideas by the spoken word.
	Listening	The job requires the perception of speech or the nature of sounds in the air.
	Other	See description below

Describe any other physical job requirements below :


**7.2.2 MENTAL / VISUAL REQUIREMENTS**

Mark with an [ X ] below the most appropriate mental / visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (e.g. tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counsellors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other (outline below)


**7.2.3 WORK ENVIRONMENT & WEATHER EXPOSURE**

Selecting one response only show what percent of a typical workday is spent :

%

- 10    Indoors in a comfortable temperature-controlled environment (for instance, in an office)
- 5    Indoors in a non-temperature-controlled environment (e.g. storerooms and warehouses, etc.)
- 70    Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- 15    Outdoors but in an enclosed vehicle protected from extreme weather conditions.

**7.2.4 OTHER PHYSICAL WORKING CONDITIONS**

Mark an [ X ] in the box if none of the following is applicable

Show what percent of a typical workday this position is exposed to:

%

- 70    Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odours).
- 10    Vibration (i.e., operating jackhammer, impact wrench).
- 10    Noise (Exposure at a level enough to cause hearing loss or fatigue).

- 10 An improperly illuminated or awkward and confining work space.
- 10 Working above ground level where the chance of falling exists (e.g. ladders, bucket trucks etc)
- 5 Lifting or carrying items or objects. Describe item/object and weight:


- 80 Heat. Describe source and degree of high temperature.

EXPOSED TO DIRECT SUNLIGHT
HEAT FROM EQUIPMENT ENGINE

- Cold. Describe source and degree of cold temperature:


- 20 Other hazards. Describe:

HIGH WINDS
HEIGH 20-100 FEET

**7.2.5 IRREGULAR / UNUSUAL JOB REQUIREMENTS**

Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

- Mark an [ X ] in the box if not applicable

Condition	Frequency of Exposure

**7.3 WORK SCHEDULE / HOURS**

Work Schedule/Hours – Mark an [ X ] the most appropriate work schedule/hours for the job.

- Regular - Standard Eight (8) hours daily, Monday - Friday
- Irregular - Shift work - A 24-hour work operation.
- Regular / Irregular - Overtime hours with overtime pay entitlement

State purpose and average total hours required per pay period:

VESSEL OPERATION 7 DAYS A WEEK 24 HOURS A DAY (88-96 HOURS PER PAY PERIOD)

Regular / Irregular - Overtime hours without overtime pay entitlement

State purpose and average total hours required per pay period:


The information given on this position is complete and correct.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date