



PORT OF GUAM
ATURIDAT I PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
1026 Cabras Highway, Suite 201, Piti, Guam 96925
Telephone: 671-477-5931/35 Facsimile: 671-477-2689/4445
Website: www.portguam.com



Eddie Baza Calvo
Governor of Guam
Ray Tenorio
Lieutenant Governor

February 7, 2018

JOB ANNOUNCEMENT AMENDMENT

This is to amend **Closing Date** for the following job announcement:

<u>Job Announcement No.</u>	<u>Position Title</u>
17-16	Equipment Operator (Casual)

Closing Date

To Read: February 7, 2018

Instead of: Continuous

Applicants must submit an Application of Employment form to the Human Resources office, 1st floor of the Port Authority of Guam Administration Building, Cabras Island between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

For further information, please contact the Human Resources Office at 477-5931-4, extensions 306, 307, 368 and 564.

CARMELITA C. NEDEDOG
Acting, Personnel Administrator



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ANNOUNCEMENT

OF

**OPEN RECRUITMENT (SHORT TERM APPOINTMENT)
 FOR THE FOLLOWING CLASS TO ESTABLISH A LIST**

Position Title: EQUIPMENT OPERATOR II (CASUAL) Grade: G-5A \$13.61 PER HOUR	Job Announcement No: 17-16
	Opening Date: APRIL 15, 2016 Closing Date: CONTINUOUS

EMPLOYMENT STATUS: Appointment to this position is "Short-Term". Employees on short-term appointments shall not be entitled to any benefits, do not acquire civil service protections reserved for classified employees of Government of Guam and not eligible for promotions. Employees on such appointments shall work on an "on-call" basis and may be terminated when their services are no longer required for the operations. Upon the commencement of the Public-Private Partnership as authorized by section 10303 of Public Law 27-60, all casual employment at the Jose D. Leon Guerrero Commercial Port shall cease.

JOB LOCATION: The position is located in the Operations/Transportation Division of the Port Authority of Guam.

AREA OF CONSIDERATION: Open to the public, Port Authority of Guam, and Government of Guam Employees.

It is the policy of the Port that there shall be no discrimination against any person on the basis of race, color, sex, including sexual harassment and orientation, religion, national origin, age, marital status, creed, physical or mental disability, or political affiliation or retaliation., except for positions requiring bona fide occupational qualifications.

NATURE OF WORK: Operates tractor-trailers and similar equipment.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties and responsibilities, which may be assigned; nor do the examples cover all the duties and responsibilities which may be performed.)*

Primarily operates tractor-trailers, power-sweeper, flatbed and similar equipment; operates forklifts, light trucks and similar equipment as assigned. Inspects, cleans and services assigned equipment; maintains, makes minor repairs and reports any mechanical defects of assigned equipment. Applies safe work practices on the job. Performs labor and grounds work. Maintains travel, fuel, and maintenance records. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS: Knowledge of the traffic laws, rules, regulations and safe driving practices, standard methods, and techniques used in the operation of tractor-trailers, forklifts, light trucks and similar equipment. Ability to operate tractor-trailers and similar equipment; and forklifts, light trucks and similar equipment. Ability to work effectively with the public and employees. Ability to follow oral and written instructions. Ability to apply safe work practices on the job. Ability to perform manual labor. Ability to maintain work records. Skill in the operation of tractor-trailers and similar equipment and forklifts, light trucks and similar equipment.

QUALIFICATION REQUIREMENTS: Two (2) years of experience in the operation of a motor vehicle and light trucks, one (1) year of which must have been in the operation of tractor-trailers and similar heavy equipment; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION: Possession of a valid chauffeur's license.

EDUCATION REQUIREMENT: Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts.

Pursuant to Public Law 29-113, all new employment in the service of the Government of Guam, shall have as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution in specialized field required for the job.

This section *shall not* be applicable to the Summer Youth Employment or any person with a disability which prevent him or her from complying with this requirement consistent with the Americans with Disabilities Act or its successor's laws.

Documents to verify the training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

PROHIBITION: Pursuant to Public Law 28-98, "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9, Guam Code Annotated, or an offense as defined in Article 2 of Chapter 28, Title 9, Guam Code Annotated in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam."

SUITABILITY DETERMINATION FORM: Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If this is not complete, or missing from your application, your application for this position will be rejected.

POLICE AND/OR COURT CLEARANCES: Submission of a police clearance must be accompanied with your employment application. The clearance must not be more than three (3) months old. In the event the police clearance indicates a record, then the Port will require a court clearance be provided showing the outcome of such record.

TRANSPORTATION WORKER CREDENTIAL IDENTIFICATION (TWIC) REQUIREMENT: Applicants selected for the Equipment Operator II position would need unescorted access to secured areas of the Port facilities or vessels and will be required to obtain a TWIC card. Upon selection for the position and if you do not have a TWIC card, you will be required to enroll with Transportation Security Administration (TSA).

DRUG SCREENING: Applicants selected for and offered employment with the Port shall undergo and pass a mandatory drug test before being employed. Failure to submit to or pass such drug test shall be grounds for rescinding the offer of employment.

EMPLOYMENT MEDICAL EXAMINATION: All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

EXAMINATION REQUIREMENTS: All applicants will be evaluated and will be rated on a scale between 70.000 to 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the position.

INTERVIEW PROCEDURES: If the position is filled, a panel of interviewers designated by the General Manager will conduct personal interviews.

PREFERENCE POINTS: Applicants wishing to claim **Disability** Preference should submit a Government of Guam Disability Certification form, certified by Director of Public Health & Social Services. Applicants claiming **Veteran's** preference is required to submit a copy of their DD214 (Military discharge form, Member 4 copy). Those claiming **Compensable Disability** are required to provide a copy of a letter from Department of Veterans Affairs, which specifically states entitlement to civil service preference for a service connected disability.

WORK ELIGIBILITY INFORMATION: Public Law 99-603 (8 USC Section 1324A) requires the Port to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Port is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position in the Port, you will be required to present valid document that will establish your identity and work eligibility. Any one of the following documents will be required: Birth certificate (original), Government of Guam Identification Card, U.S. Passport, Social Security Card (original), Naturalization or "Green" card; or other proof of work eligibility.

HOW AND WHERE TO APPLY: Applicants must submit an Application of Employment to the Human Resources Office, 1st floor of the Port Authority of Guam Building, Cabras Island, Monday to Friday, 8:00 a.m. to 5:00 p.m.

Individuals with disabilities who require special accommodations should contact the Human Resources Office prior to any scheduled examinations or interviews.

Please contact the Human Resources Office at 477-5931-4, extensions 306, 307, 368, 341, or 564 should you need additional information.


SHAWN B. CEPEDA
Person-in-Charge, Human Resources Division

EQUIPMENT OPERATOR II (CASUAL)

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