

The Port Authority of Guam expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Improper interference with the ability of the Company's employees to perform their expected job duties is absolutely not tolerated.

NATURE OF WORK: Leads and participates in the maintenance, repair, replacement, fabrication and painting of the structural framework and components of the gantry cranes, straddle hoists, stick cranes, straddle hoists, stick cranes and other similar heavy equipment at the Port Authority of Guam.

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.)*

Leads and participates in the maintenance, repair, replacement, fabrication and painting of the structural framework and components of the gantry cranes, straddle hoists, stick cranes, and other similar heavy equipment. Maintains records of time charges to each job; furnishes information regarding production, cost estimates and injuries; prepares reports as required. Ensures that materials and equipment are properly maintained and that replacement parts are available. Demonstrates proper work methods and procedure to subordinate; demonstrates proper use of tools and equipment, safety practices and operation of new equipment. Interprets and works directly from manuals, blueprints and diagrams. Applies and enforces safe work practices on the job. Implements agency policies for personnel, training and safety of subordinates. Maintains records and prepares reports. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS: Knowledge of the standard principles, methods, theories, practices, techniques, tools and equipment of the preventive maintenance (corrosion) control trade. Knowledge of the proper operation and maintenance of the spray paint compressor unit, sandblasting unit, electrical and acetylene welding units and scaling devices such as safety harness, scaffolds, belts, cables and ropes. Knowledge of the hazards and safety practices of the trade. Ability to work with others. Ability to estimate time and material costs of work projects. Ability to perform heavy work in strained and awkward positions, climb ladders and scale the gantry cranes and straddle hoists with the aide of the safety harness, scaffolds, belts, cables and ropes to work in high areas of limited access. Ability to work in areas that are exposed to the sun, fumes, flying sparks, glare of torches and heated materials. Ability to interpret and work directly from blueprints, sketches and diagrams. Ability to apply and enforce safe work practices on the job. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the fabrication, repair, modification and painting of metal devices, structural framework and components of the gantry cranes, straddle hoists, stick cranes, tractors, forklifts and vehicle.

QUALIFICATION REQUIREMENTS: Five (5) years of experience involved in the fabrication, repair, modification, welding and painting of gantry cranes, straddle hoists, stick cranes, tractors, forklift and vehicles; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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 Preventive Maintenance Mechanic

Leader 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.



CARMELITA C. NEDEDOG
Acting Personnel Services Administrator

PREVENTIVE MAINTENANCE MECHANIC LEADER

AN EQUAL OPPORTUNITY EMPLOYER