



**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

**AN EQUAL OPPORTUNITY EMPLOYER**

# ANNOUNCEMENT

OF

**AUTHORITY-WIDE COMPETITIVE EXAMINATION  
 FOR THE FOLLOWING CLASS TO  
 ESTABLISH A LIST**

<b>Position Title:</b> <p style="text-align: center;"><b>VESSEL PLANNER</b></p>	<b>Job Announcement No:</b>  <p style="text-align: center;"><b>25-18</b></p>
	<b>Opening Date:</b>  <p style="text-align: center;"><b>April 4, 2018</b></p>
<b>Grade: KK</b> <u>MINIMUM</u> <u>MAXIMUM</u> Step 1/Sub-Step B                      Step 4/Sub-Step B \$54,871.00                                      \$59,417.00	<b>Closing Date:</b>  <p style="text-align: center;"><b>April 10, 2018</b></p>
<b>Promotion:</b> *Salaries beyond the maximum range will be allocated in accordance with promotional guidelines.	

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

**AREA OF CONSIDERATION:** Open to all interested and qualified employees within the Port Authority of Guam.

All applicants will receive employment consideration regardless of race, creed, color, sex, national origin, marital status, political affiliation, age and religion or disability factors. Port Authority of Guam complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion termination, lay-off, recall, transfer, leave of absence, compensation and training. Qualified individuals, with disabilities or particular religious beliefs will be reasonably accommodated upon request unless such actions would impose an undue hardship on the Company's operations.

**NATURE OF WORK:** The position is responsible for managing the performance of a vessel; ensuring the safety of the vessel and its cargo as well as maximizing the profitability of the voyage.

**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.)*

Plan vessel operation according to planning strategy defined by planning manager giving due consideration to vessel stability and HSE aspect under load and discharge. Monitor vessel operations to ensure best possible execution of plans. Coordinate with other vessel planners, shipping agencies and yard operations team to ensure highest productivity. Prepares and execute vessel discharge and load plans. Ensure that stowage matches actual load list and mismatch reports are forwarded to vessel shipping agent. Builds vessel for Harbor Master and provide support for general vessels for agencies using Web Bay Plan. Plans and organizes the vessel and container yard planning using the electronically (Map) or manually manifest vessels for discharging. Identifies containers by categories for special handling and proper staging areas. Schedules and conducts chassis count prior to vessel operations and record total empties in the yard. Ensure that on time completion and reporting of vessel operations. Allocate organizational resources such as container handling equipment to efficiently reduce operational cost and on time completion of operations. Develops cargo discharge plan and monitors the performance of the cranes that are offloading cargo to ensure that relevant operational safety requirements are met. Coordinate and study the dangerous cargo restrictions and safe segregation to assess if it is suitable to be discharged for storage in the container yard. Assess the suitability for loading of discharging of containerized cargo when the container vessel arrives at the Port. Communicate with Port operations to assign destinations in the container yard for the containers that have been unloaded. Close monitoring of the live updates in the systems during discharge and loading operations. Train and provide support to the Terminal Division personnel on the TOS (Terminal Operating System). Prepares a variety of administrative reports with analysis and recommendations. Performs other related duties as assigned.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of: Sub professional planning principles and techniques. Office management principles and practices. Strong interpersonal skills to manage conflict. Safety methods and practices. Ability to lead, direct, plan and organize work of assigned staff; communicate effectively with the public and employees. Multi-task in a rapidly changing environment. Work well without close supervision. Maintain a positive and proactive outlook. Manage deadlines to improve overall equipment availability. Work on shifts Analyze vessel data, make recommendation's and prepare a variety of reports. Operate standard office equipment; meet schedules and

timelines. Maintain records and prepare reports. Read, interpret, apply and explain rules, regulations, policies and procedures.

**QUALIFICATION REQUIREMENTS:**

Knowledge of three (3) years of progressively responsible experience in the planning, organizing and coordinating in a container terminal and leading the work of others and successful completion of a certification program from a recognized accredited or certified vocational technical institution in mechanical or building trades; 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.

**TRANSPORTATION WORKER CREDENTIAL IDENTIFICATION (TWIC)**

**REQUIREMENT:** Applicants selected for the Vessel Planner 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

**VESSEL PLANNER**

**AN EQUAL OPPORTUNITY EMPLOYER**