



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

**AN EQUAL OPPORTUNITY EMPLOYER**

# ANNOUNCEMENT

OF

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

<p><b>Position Title:</b></p> <p><b>EQUIPMENT MAINTENANCE MANAGER</b></p>	<p><b>Job Announcement No:</b></p> <p><b>10-25</b></p>
<p><b>Grade: PP <u>MINIMUM</u>                      <u>MAXIMUM</u></b>  <b>Step 6/Sub-Step A      Step 7/Sub-Step A</b>  <b>\$123,980.00                      \$129,014.00</b></p>	<p><b>Opening Date:</b></p> <p><b>February 7, 2025</b></p> <p><b>Closing Date:</b></p> <p><b>February 13, 2025</b></p>
<p><b>Promotion:</b>  <b>*Salaries beyond the maximum range will be allocated in accordance with promotional guidelines.</b></p>	

**JOB LOCATION:** The position is located in the Maintenance Department 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, layoff, 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. 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:** Administers the programs and activities of the Equipment Maintenance Division of the Port Authority of Guam.

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

Administers the programs and activities of the Equipment Maintenance Division comprised of Maintenance Control, Crane Maintenance, Fleet Maintenance, Welding and Corrosion Control Sections. Formulates and administers administrative and operational policies and procedures of the Equipment Maintenance Division relating to the maintenance and repair programs and activities of the Port's cargo Sections. Maintains inspections of Port cargo handling equipment to determine and develop means of improving existing methods of operations, submits plans and recommendations for expansion of the cargo handling equipment fleet and evaluates and formulates standard operating procedures and policies. Provides management with advice on efficiency and effectiveness of methods and procedures. Prepares the Port's annual and five-year acquisition of 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 cargo handling equipment programs. 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 Operations, CIP/Engineering, Strategic Planning and Procurement & Supply staff on the design, manufacturing and acquisition of new cargo handling equipment. 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. 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 on cargo handling equipment methods and procedures. Performs other related duties as required or assigned.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of operational characteristics, services and activities of a seaport cargo handling equipment maintenance and repair system. Knowledge of principles, methods and practices used in the maintenance and repair of seaport cargo handling equipment. Knowledge of occupational hazards and standard safety practices. Knowledge of principles and practices of budget preparation and administration. Knowledge of principles of supervision, training and performance evaluation. Knowledge of pertinent federal and local laws, codes and regulations. Ability to effectively administer the programs and activities of the seaport cargo handling maintenance and repair system. Ability to effectively oversee, direct and coordinate the work of staff. Ability to effectively supervise, train and evaluate staff. Ability to effectively evaluate

operational effectiveness and recommend changes in organization, policies and procedures to improve effectiveness. Ability to effectively monitor the operational efficiency of the cargo handling equipment and schedule needed maintenance. Ability to effectively participate in the development and administration of the Agency's goals, objectives and procedures. Ability to effectively prepare clear and concise administrative reports. Ability to effectively analyze problems, identify administrative solution, project consequences of proposed actions and implement recommendations in support of goals. Ability to effectively establish and maintain satisfactory working relationship with the general public, local and federal personnel, co-workers and subordinates.

**QUALIFICATION REQUIREMENTS:** (a) Seven (7) years progressively responsible experience overseeing or performing functions in an effective program in administration, operations or planning of a seaport cargo handling maintenance and repair program, to include three (3) years as a direct supervisory responsible for direction and evaluation of staff; or (b) any equivalent combination of training and experience, 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 ***EQUIPMENT MAINTENANCE MANAGER*** 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.

**POLICE & COURT CLEARANCE REQUIREMENTS:** Pursuant to P.L. 34-22 - FAIR CHANCES HIRING PROCESS ACT (FCHPA): This act prohibits employers from asking for criminal history information until a conditional job offer is given. If selected for this position, your selection will be **conditional** pending submission of a police and court clearance. The Port will either mail a letter to you or contact you explaining these requirements. You will have five (5) business days from the postmarked date of your letter or from the time of contact with you to submit your clearances. These clearances must not be older than (1) month from the date you were contacted. If you do not have any conviction or conditions that would warrant rescinding this job offer, and pass the drug test, you will be notified of your start date.

**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 based on their training, education and experience in relation to the minimum requirements of the position.

**INTERVIEW PROCEDURES:** A personal interview will be held by a panel of interviewers designated by the General Manager or his designee. A practical test will be administered to assess the applicant's skill in this trade.

**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 244-249 should you need additional information.



SHAWN B. CEPEDA  
Acting Personnel Services Administrator

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