



PORT OF GUAM
 ATURIDAT I PUETTON GUAHAN
 Jose D. Leon Guerrero Commercial Port
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Lourdes A. Leon Guerrero
 Governor of Guam
 Joshua F. Tenorio
 Lieutenant Governor

AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT

OF

**OPEN AND PROMOTIONAL COMPETITIVE EXAMINATION
 FOR THE FOLLOWING CLASS TO
 ESTABLISH A LIST**

Position Title: <p style="text-align: center;">ENGINEER MANAGER</p>	Job Announcement No: <p style="text-align: center;">22-20</p>
Grade: PP <u>MINIMUM</u> <u>MAXIMUM</u> Step 8/Sub-Step A Step 9/Sub-Step A \$134,252.00 \$139,704.00	Opening Date: <p style="text-align: center;">JUNE 17, 2020</p>
Promotion: *Salaries beyond the maximum range will be allocated in accordance with promotional guidelines.	Closing Date: <p style="text-align: center;">JUNE 30, 2020</p>

JOB LOCATION: The position is located in the Engineering 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: Administers the programs and activities of the overall engineering 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 and responsibilities, which may be assigned; nor do the examples cover all the duties and responsibilities which may be performed.)*

Administers the design, coordination and management of the engineering functions and activities of the design, construction and maintenance and repair of seaport facilities and related appurtenances. Formulates and administers administrative and operational policies and procedures of the Engineering Division relating to design, construction, maintenance and repair of the Authority's seaport terminal and marina facilities and related appurtenances. Conducts engineering studies and prepares reports and recommendations for the expansion and development of seaport facilities and related appurtenances. Approves engineering drawings, designs, and specifications for the development or renovation of new or existing seaport facilities and related appurtenances. Serves as project manager for the construction or maintenance and repair of new or existing seaport facilities and related appurtenances to ensure compliance of recognized engineering standards. Prepares engineering construction standards, design criteria, specifications, 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 of representatives and private contractors to ensure such projects are in accordance with the five (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 or federal government agencies or departments in conceiving, planning and executing engineering projects or programs. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS: Knowledge of modern principles, practices and methods of organization, administration and budget management. Knowledge of the principles and practices of general engineering fields applied in pertinent engineering projects. Knowledge of authoritative reference works in the general fields of engineering. Knowledge of the local and federal laws and regulations related to the engineering functions. Ability to administer, coordinate and direct the work of subordinate staff in order to implement the Authority's engineering and capital improvement seaport projects or program objectives. Ability to make decisions in accordance with appropriate program guidelines. Ability to interpret and apply pertinent program guidelines; evaluate operational effectiveness and recommend/implement changes in organizational

policies and procedures to improve effectiveness. Ability to work effectively with the public and employees. Ability to communicate effectively. Skill in developing and implementing engineering construction projects involving seaport terminal facilities and related appurtenances. Skill in writing reports and correspondence.

MINIMUM EXPERIENCE AND TRAINING: Seven (7) years of progressively responsible experience in seaport civil engineering work, in which three (3) years must have been in an administrative or supervisory capacity, graduation from a recognized college or university with a Bachelor's degree in civil engineering field and possession of an Engineer-in-Training (EIT) certificate.

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 IDENTIFICATION CREDENTIAL (TWIC) REQUIREMENT: Applicants selected for the Engineer 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.

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, or 564 should you need additional information.


FRANCINE T. ROCIO
Personnel Services Administrator

ENGINEER MANAGER

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