

GUAM POWER AUTHORITY

JOB ANNOUNCEMENT

AMENDMENTS

JOB ANNOUNCEMENTS HAVE BEEN AMENDED AS FOLLOWS:

<u>Announcements No.</u>	<u>Position Title</u>
2023-039 & 2023-040	Fleet Support Services Manager (In-House) & (Open)

AMENDED	TO READ:	
PAY GRADE, STEP SUB-STEP, MINIMUM & MAXIMUM SALARY	Grade: N	
	<u>MINIMUM</u> Step 06 / Sub-Step B \$90,914	<u>MAXIMUM</u> Step 07 / Sub-Step B \$94,606
	PREVIOUS:	
	Grade: N	
	<u>MINIMUM</u> Step 04 / Sub-Step C \$84,797	<u>MAXIMUM</u> Step 05 / Sub-Step C \$88,240

<u>Announcement No.</u>	<u>Position Title</u>
2023-041	Help Desk Technician (Open)

AMENDED	TO READ:	
PAY GRADE, STEP SUB-STEP, MINIMUM & MAXIMUM SALARY	Grade: I	
	<u>MINIMUM</u> Step 06 / Sub-Step D \$46,286	<u>MAXIMUM</u> Step 07 / Sub-Step D \$48,168
	PREVIOUS:	
	Grade: I	
	<u>MINIMUM</u> Step 05 / Sub-Step A \$43,174	<u>MAXIMUM</u> Step 06 / Sub-Step A \$44,927

ALL JOB ANNOUNCEMENTS HAVE BEEN AMENDED AS FOLLOWS:

<u>AMENDED</u>	<u>FROM</u>	<u>TO</u>
Closing Date	05/25/2023	07/07/2023

Announcement No.

Position Title

2023-039	Fleet Support Services Manager (In-House)
2023-040	Fleet Support Services Manager (Open)
2023-041	Help Desk Technician (Open)

APPROVED BY:



**JOHN M. BENAVENTE, P.E.
GENERAL MANAGER**

“The Guam Power Authority is an Equal Opportunity Employer”

GUAM POWER AUTHORITY

JOB ANNOUNCEMENT

IN-HOUSE

Announcement for the following position to establish a list

Position Title: Fleet Support Services Manager (GPA)	Announcement Number: 2023-039
Grade: N <u>MINIMUM</u> Step 4 / Sub-Step C \$84,797.00 <u>MAXIMUM</u> Step 5 / Sub-Step C \$88,240.00 Promotion:* * Salaries beyond the maximum range will be allocated in accordance with promotional guidelines.	Opening Date: 05/11/2023
Department/Division: Operations/ Transportation	Closing Date: 05/25/2023

MINIMUM EXPERIENCE AND TRAINING:

- A) Five (5) years experience in the operation, maintenance and repair of light and heavy transportation vehicles and construction equipment at the skilled level; including two (2) years experience in a supervisory or administrative capacity; or
- B) Any equivalent combination of experience and training which provides the desirable minimum knowledge, abilities and skills.

NATURE OF WORK IN THIS CLASS:

Manages and directs the programs and activities of the operation, maintenance and repair of Authority vehicles and construction equipment.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Desirable knowledge of the standard principles, methods, practices, techniques, tools and test equipment used in the maintenance and repair of heavy and light vehicles and construction equipment. Desirable knowledge of the occupational hazards and safety precautions in the operation, maintenance and repair of vehicles and construction equipment. Desirable ability to manage the programs and activities of a transportation division. Desirable ability to establish and maintain cost and maintenance records of vehicles and to analyze data for the purpose of recommending disposal or replacement. Desirable ability to recognize a problem, analyze the situation and take appropriate action. Desirable ability to set priorities to meet deadlines according to set schedules. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Desirable skill in the maintenance and operation of vehicles and construction equipment. Desirable skill in automotive electrical/hydraulic system, operations and maintenance. Desirable expertise in repair parts management and shop maintenance operations.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Manages, develops, and establishes operational standards for the Transportation Division. Manages and oversees all facets of the daily operations of the Transportation Division, ensuring compliance with all applicable local and federal laws, policies, procedures, and regulations. Manages and oversees the supervision of personnel, including training and employee development. Manages and directs major repairs and overhaul of automotive and heavy equipment. Manages and directs the preventive maintenance program of the Transportation Division. Develops, implements and manages repair parts procedures to optimize security, efficiency and reliability to support equipment repairs. Develops, implements and manages tool room procedures for security and accountability. Develops long range planning for supply and demand resources for Transportation operation and asset replacement for the Authority. Prepares, manages, and monitors the division's budget for both Operations and Maintenance (O&M) and Capital Improvement Projects (CIPs). Develops, implements and manages standard operating procedures for equipment support services and transportation operations for the Authority. Coordinates with division managers regarding the proper care and maintenance of all Authority vehicles and construction equipment, including safety inspections. Prepares and maintains records and reports. Performs other related work as required.

HIGH SCHOOL DIPLOMA/ Skills Assessment Certificate – Pursuant to Public Law 26-87 (effective May 17, 2002) and as amended by P.L. 31-254

Applicant must possess a high school diploma or a successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified technical institution, in a specialized field required for the job. For entry level positions a formal nationally recognized foundational skills assessment shall be required for consideration for employment.

PROHIBITION AGAINST SEX OFFENDERS: Pursuant to P.L. No. 28-98, “No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA 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”.

EVALUATION METHOD:

A written test maybe required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions.

INTERVIEWING PROCEDURE/INTERVIEW CONTACT:

Applicants certified for interview based on GPA Eligibility List will receive a **Notification of Certification and Interview Schedule**, Form #HR-NOC-01 via USPS mailing to their last known address. All applicants must contact the Human Resources Division to confirm their scheduled date and time of interview. For rescheduling of interview applicants must contact the Human Resources Division 2 days prior to date of scheduled interview. Applicants are responsible to update personal contact information to the GPA Human Resources Division at gpahr@gpagwa.com as necessary.

Interviews for all certified, eligible candidates, whether in-person, virtual, or telephonic, will be held by the General Manager or his designee(s). **Individuals with disabilities requiring special accommodations must submit their request to the GPA Human Resources Division at gpahr@gpagwa.com or (671) 648-3130 no later than 2 business days prior to the scheduled interview date.** In accordance with Personnel Rules and Regulations Section 4.A.3.11, the General Manager, at his discretion, may schedule a selection interview immediately after the establishment of an eligibility list for the position. Applicants who are pending submission of supporting documents at the time the selection interview is scheduled will not be considered for certification purposes.

DISABILITY PREFERENCE:

Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

VETERANS PREFERENCE:

Applicants claiming veterans preference are required to provide a copy of their DD-214 (Military discharge form, Member 4 copy). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

EDUCATION:

Applicants claiming degrees or credit hours are required to submit official or verified copies of transcripts or high school diploma or GED certification.

HOW AND WHERE TO APPLY:

Interested applicants may call or visit the Human Resources Division at the Gloria B. Nelson Public Service Building at Route 15 Fadian, Mangilao, (671) 648-3130 between 8:00 a.m. and 5:00 p.m., Monday to Friday, excluding holidays, for additional information and to receive an application for employment (Form A). You may also visit <http://www.guampowerauthority.com/how-do-i/find-job-openings> to view current openings and download the GPA Employment Application. You may submit your application in person, through facsimile (671) 648-3160, or e-mail to gpahr@gpagwa.com. *NOTE: All applications MUST be received by the Human Resources office during regular business hours on or before the closing date of the job announcement irrespective of the form of transmission.

DRUG TESTING:

As approved by Board of Directors effective May 30, 1995, **all applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.**

IMPORTANT INFORMATION:

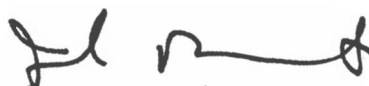
Public Law 99-603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility to all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

FOR FURTHER INFORMATION:

Call us at (671) 648-3130, e-mail us at gpahr@gpagwa.com or visit our office.

APPROVED BY:



JOHN M. BENAVENTE, P.E.
GENERAL MANAGER

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GUAM POWER AUTHORITY

JOB ANNOUNCEMENT

OPEN

Announcement for the following position to establish a list

Position Title: Fleet Support Services Manager (GPA)	Announcement Number: 2023-040
Grade: N <u>MINIMUM</u> Step 4 / Sub-Step C \$84,797.00 <u>MAXIMUM</u> Step 5 / Sub-Step C \$88,240.00 Promotion:* * Salaries beyond the maximum range will be allocated in accordance with promotional guidelines.	Opening Date: 05/11/2023
Department/Division: Operations/ Transportation	Closing Date: 05/25/2023

MINIMUM EXPERIENCE AND TRAINING:

- A) Five (5) years experience in the operation, maintenance and repair of light and heavy transportation vehicles and construction equipment at the skilled level; including two (2) years experience in a supervisory or administrative capacity; or
- B) Any equivalent combination of experience and training which provides the desirable minimum knowledge, abilities and skills.

NATURE OF WORK IN THIS CLASS:

Manages and directs the programs and activities of the operation, maintenance and repair of Authority vehicles and construction equipment.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Desirable knowledge of the standard principles, methods, practices, techniques, tools and test equipment used in the maintenance and repair of heavy and light vehicles and construction equipment. Desirable knowledge of the occupational hazards and safety precautions in the operation, maintenance and repair of vehicles and construction equipment. Desirable ability to manage the programs and activities of a transportation division. Desirable ability to establish and maintain cost and maintenance records of vehicles and to analyze data for the purpose of recommending disposal or replacement. Desirable ability to recognize a problem, analyze the situation and take appropriate action. Desirable ability to set priorities to meet deadlines according to set schedules. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Desirable skill in the maintenance and operation of vehicles and construction equipment. Desirable skill in automotive electrical/hydraulic system, operations and maintenance. Desirable expertise in repair parts management and shop maintenance operations.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Manages, develops, and establishes operational standards for the Transportation Division. Manages and oversees all facets of the daily operations of the Transportation Division, ensuring compliance with all applicable local and federal laws, policies, procedures, and regulations. Manages and oversees the supervision of personnel, including training and employee development. Manages and directs major repairs and overhaul of automotive and heavy equipment. Manages and directs the preventive maintenance program of the Transportation Division. Develops, implements and manages repair parts procedures to optimize security, efficiency and reliability to support equipment repairs. Develops, implements and manages tool room procedures for security and accountability. Develops long range planning for supply and demand resources for Transportation operation and asset replacement for the Authority. Prepares, manages, and monitors the division's budget for both Operations and Maintenance (O&M) and Capital Improvement Projects (CIPs). Develops, implements and manages standard operating procedures for equipment support services and transportation operations for the Authority. Coordinates with division managers regarding the proper care and maintenance of all Authority vehicles and construction equipment, including safety inspections. Prepares and maintains records and reports. Performs other related work as required.

HIGH SCHOOL DIPLOMA/ Skills Assessment Certificate – Pursuant to Public Law 26-87 (effective May 17, 2002) and as amended by P.L. 31-254

Applicant must possess a high school diploma or a successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified technical institution, in a specialized field required for the job. For entry level positions a formal nationally recognized foundational skills assessment shall be required for consideration for employment.

PROHIBITION AGAINST SEX OFFENDERS: Pursuant to P.L. No. 28-98, “No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA 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”.

EVALUATION METHOD:

A written test maybe required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions.

INTERVIEWING PROCEDURE/INTERVIEW CONTACT:

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DISABILITY PREFERENCE:

Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

VETERANS PREFERENCE:

Applicants claiming veterans preference are required to provide a copy of their DD-214 (Military discharge form, Member 4 copy). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

EDUCATION:

Applicants claiming degrees or credit hours are required to submit official or verified copies of transcripts or high school diploma or GED certification.

HOW AND WHERE TO APPLY:

Interested applicants may call or visit the Human Resources Division at the Gloria B. Nelson Public Service Building at Route 15 Fadian, Mangilao, (671) 648-3130 between 8:00 a.m. and 5:00 p.m., Monday to Friday, excluding holidays, for additional information and to receive an application for employment (Form A). You may also visit <http://www.guampowerauthority.com/how-do-i/find-job-openings> to view current openings and download the GPA Employment Application. You may submit your application in person, through facsimile (671) 648-3160, or e-mail to gpahr@gpagwa.com. *NOTE: All applications MUST be received by the Human Resources office during regular business hours on or before the closing date of the job announcement irrespective of the form of transmission.

DRUG TESTING:

As approved by Board of Directors effective May 30, 1995, **all applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.**

IMPORTANT INFORMATION:

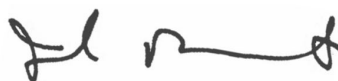
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APPROVED BY:



JOHN M. BENAVENTE, P.E.
GENERAL MANAGER

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GUAM POWER AUTHORITY

JOB ANNOUNCEMENT

OPEN

Announcement for the following position to establish a list

Position Title: (02.680) Help Desk Technician	Announcement Number: 2023-039
Grade: I <u>MINIMUM</u> Step 5 / Sub-Step A \$43,174.00 <u>MAXIMUM</u> Step 6 / Sub-Step A \$44,927.00 Promotion:* * Salaries beyond the maximum range will be allocated in accordance with promotional guidelines.	Opening Date: 05/11/2023
Department/Division: Engineering & Technical Services/ Information Technology	Closing Date: 05/25/2023

MINIMUM EXPERIENCE AND TRAINING:

- A) Four (4) years technical experience in PC/help desk support work and graduation from high school or GED equivalency; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NATURE OF WORK IN THIS CLASS:

Performs technical and troubleshooting work supporting users in need of computer hardware and software assistance.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of network operating systems, network equipment and networking protocols. Knowledge of server operating systems such as Windows Server 2003, 2008 or Linux. Knowledge of Microsoft Office. Knowledge of PC hardware. Knowledge of principles and processes for providing internal/external customer service. Ability to install PC operating systems and support hardware. Ability to work well under pressure and prioritize work. Ability to work effectively with the public and employees. Ability to maintain and prepare reports. Ability to solve problems and make decisions independently.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Provides technical support to users including software, hardware and network issues. Responds to telephone calls, email and personnel requests for technical support. Troubleshoots and diagnose PC issues or errors. Installs, configures and upgrades software and operating systems. Assists in the backup and restoration of data files and folders. Cleans and repairs computer hardware. Documents, tracks and monitors the problem to ensure timely solution. Keep current with the latest technologies. Performs other related duties as assigned.

HIGH SCHOOL DIPLOMA/ Skills Assessment Certificate – Pursuant to Public Law 26-87 (effective May 17, 2002) and as amended by P.L. 31-254

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APPROVED BY:


JOHN M. BENAVENTE, P.E.
GENERAL MANAGER

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