



GUAMCOMMUNITYCOLLEGE

JOB ANNOUNCEMENT

“OPEN COMPETITIVE”

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

POSITION TITLE: MAINTENANCE CUSTODIAN	ANNOUNCEMENT NUMBER: JA#009-24 POSITION STATUS: Permanent/Full-Time
SALARY: Pay Grade: D Open: 1-7; \$23,229 – \$29,036 per annum Promo: 1-18; \$23,229 – \$40,941 per annum	OPENING DATE: March 06, 2024
DIVISION: OFFICE OF THE PRESIDENT Planning & Development, Facilities	CLOSING DATE: Open until Filled

MINIMUM EXPERIENCE AND TRAINING:

- a) Six (6) months of experience in performing custodial work, including minor maintenance repair work; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

PLUS PURSUANT TO 4GCA §410(c):

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.

NATURE OF WORK IN THIS CLASS:

Performs custodial and semi-skilled maintenance repair work on buildings, office furniture and equipment.

ILLUSTRATIVE EXAMPLES OF WORK:

(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Performs minor and general maintenance repair work on plumbing systems, electrical systems, office furniture and equipment and building structures.

Performs custodial work such as sweeping, mopping, scrubbing, waxing and polishing of floors, walls and other structures; washes windows, screens, sills, woodwork, door, walls, and ceilings; shampoos carpets and strips floors; cleans and sanitizes bathrooms, showers and restrooms; collects and disposes trash and wastes.

Performs general grounds maintenance work.

Applies safe and sanitary work practices on the job.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard principles, methods, materials and practices, in general custodial or related work.

Ability to perform minor maintenance repair work on buildings and office furniture and equipment.

Ability to perform arduous physical tasks on ladders and in strained and awkward positions.

Ability to apply safe and sanitary work practices on the job.

Ability to work effectively with the public and employees.

Ability to follow oral and written instructions.

Skill in the use and care of cleaning equipment.

WHO SHOULD APPLY:

Open to the public.

HOW AND WHERE TO APPLY:

Applicants must submit an "Application for Employment" form to the GCC Human Resources Office, Suite 2112/2113, Student Services & Administration Building, by 5:00 p.m. (GMT +10:00) Guam, Port Moresby, of the deadline. Applications are also available online at www.guamcc.edu. For more information visit the Human Resources Office, Suite 2112 & 2113, Student Services & Administration Building, email us at hrjobs@guamcc.edu or call (671) 735-5537 extension 5536/5538.

IMPORTANT INFORMATION:

Public Law 99-0603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide any one or a combination of the following and/or other documents as may be required: Original Birth Certificate; U.S. Passport; Naturalization Card; Alien Registration Card with photograph; original Social Security Card; or other proof of work eligibility.

VETERANS PREFERENCE:

Applicants claiming veteran's preference are required to provide Proof of Eligibility for Veterans Preference Credit. 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 provide a copy of their college transcript. Transcripts from institutions outside of the U.S. **must be** accompanied by a **Comprehensive Course-by-Course Report** by a National Association of Credential Evaluation Services (NACES) member organization www.naces.org.

PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:

All applicants accepting employment with Government of Guam-Guam Community College must take and pass a pre-entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination and tuberculosis test must be paid for by the applicant.

APPROVED BY



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President

AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER
GUAMCOMMUNITYCOLLEGE

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