

GUAM MEMORIAL HOSPITAL AUTHORITY

JOB ANNOUNCEMENT

OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION

OPEN: October 1, 2019

CLOSING DATE: CONTINUOUS

ANN. NO.: 20-0079

POSITION TITLE: HOSPITAL FACILITIES AND MAINTENANCE ASSISTANT MANAGER CLASS CODE: 10.969

SALARY: OPEN: N-01 \$45,014.00 to N-10 \$61,796.00 per annum
PROMOTION: N-01 \$45,014.00 to N-18 \$79,338.00 per annum

MINIMUM EXPERIENCE AND TRAINING:

- a) Eight (8) years of progressively responsible experience in building construction and equipment maintenance and repair work, including two (2) years in a supervisory capacity within a hospital setting; and graduation from high school; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

NATURE OF WORK:

- Assists the Hospital Facility and Maintenance Manager in planning, organizing, directing and controlling the activities of personnel engaged in the construction/installation, maintenance, repair, operation, and cleaning of buildings, grounds, equipment and systems at the Guam Memorial Hospital Authority.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of hospital physical plant operations, construction, maintenance and repair.
- Knowledge of codes, ordinances, regulations and accreditation standards applicable to building maintenance and construction of hospital facilities.
- Knowledge of occupational hazards and safety precautions in the various trade occupations.
- Ability to administer the hospital's facilities and maintenance programs and activities.
- Ability to interpret and implement laws, rules and regulations, policies and procedures in relation to hospital facilities and maintenance operations.
- Ability to evaluate operational effectiveness and implement changes in organization, policies and procedure to improve effectiveness.
- Ability to read, interpret and work from sketches, diagrams and complex blueprints.
- Ability to make accurate estimates of time and materials required for minor and major maintenance repair work.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports.

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EXAMINATION REQUIREMENTS: A written test may be 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. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examination.**

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, effective September 30, 2008, 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 a specialized field required for the job.

PRIMARY SOURCE VERIFICATION: Applicants applying for positions in the Nursing and/or Allied Health Professional positions requiring licensure pursuant to Public Law 24-329 or National Credentialing Institution must obtain a verification of licensure upon notification of selection as a condition of employment. All cost incurred for licensure/ certification verification is at the applicant's expense.

VETERANS' PREFERENCE: Applications claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge member 4 form). Those claiming Compensable Disability are required to provide verification from the Veteran's Administration.

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.

POLICE AND COURT CLEARANCE: Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants accepting employment with Guam Memorial Hospital Authority must submit a police and Superior Court of Guam clearance of no more than 3 months old from the date of notification of selection as a condition of employment. The cost of the clearances is the applicant's responsibility. Off-Island applicants must obtain clearances from their last place of resident.

PRE-EMPLOYMENT PHYSICAL MEDICAL EXAMINATION:

All applicants accepting employment with Guam Memorial Hospital Authority must take and pass a pre-entry Physical Examination as a condition of employment. Expenses for the physical/medical examination must be paid by the applicant.

INTERVIEW PROCESS:

Upon receipt of the applicant's Notice of Eligible Rating applicants who are interested to be interviewed while **off-island** (regardless of the duration of stay) **must** inform the Human Resources Department in writing of their temporary mailing address and/or telephone number where they may be contacted should there be a scheduled interview.

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for eligibles referred via certification. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled interviews.**

DRUG SCREENING:

All applicants tentatively selected for this position are required to submit to a urine test to screen for illegal use of drugs prior to appointment.

IMPORTANT INFORMATION: Public Law 99-603 (8USC, 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 proof of identity and work eligibility to work in the United States.

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.

WHERE TO APPLY: Applicants must submit the "Government of Guam - Employment Application - Form A" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 4:00 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday. To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call 647-2171/2223 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96913. The Human Resources Department is located on the first floor within the Administration offices or visit the "gmha.org website" for other employment opportunities.

"TO PROVIDE QUALITY PATIENT CARE IN A SAFE ENVIRONMENT"

APPROVED:



gen
for
Lillian Q. Perez-Posadas, RN, MN
Hospital Administrator/CEO

"EQUAL OPPORTUNITY EMPLOYMENT"