



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
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K. ERIK SWANSON, Ph.D.
Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

OPEN COMPETITIVE JOB ANNOUNCEMENT

To establish a list for the position of

MAINTENANCE WORKER (9.491)

ANNOUNCEMENT NO. HRD-009-2026

Open: October 27, 2025 **Close:** November 07, 2025

2023 GENERAL PAY PLAN (GPP)

OPEN: H-1; \$32,355.00 per annum – H-10; \$44,417.00 per annum
PROMOTION: H-1; \$32,355.00 per annum – H-18; \$57,026 per annum

Employment Type: Probationary/Permanent Full-Time

Appointment Location: **HEAD START**

Funding: **Local**

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

- (A) Two years of experience in the maintenance and repair of building structures, machinery, plumbing, electrical wiring and fixtures or;
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

MINIMUM 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 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."

NOTE: Documents to verify 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.

NATURE OF WORK IN THIS CLASS:

Performs skilled work involved in the maintenance and repair of building structures, machinery, electrical equipment and fixtures.

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.)*

Repairs and maintains building structures, machinery, plumbing systems, electrical and mechanical equipment and fixtures.

Replaces and repairs defective electrical components and fixtures; inspects, maintains and repairs machinery and mechanical equipment; measures, cuts, and installs pipes and tubing for water lines; repairs and replaces gauges, valves, pressure regulators and other plumbing equipment; opens clogged drains.

Cuts out and joins parts of worktables, benches, shelves, and other furnishings; builds sheds or other outbuildings; replaces and repairs brick and plaster wall.

Paints building woodwork, fixtures, machines or equipment to prevent corrosion.

Maintains building and grounds in clean and orderly condition.

Applies safe work practices on the job.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the standard principles, methods, practices, techniques, tools, and equipment used in the maintenance and repair of building structures, machinery, electrical and mechanical equipment and fixtures.

Ability to apply safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to understand and follow oral and written instructions.

Skill in the maintenance and repair of building structures, machinery, electrical and mechanical equipment and fixtures.

EMPLOYMENT BENEFITS:

This is a permanent, full-time position for the Head Start Division. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status & protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay period per year.

APPLICATION SUBMISSION AND DEADLINE:

Employment applications can be obtained on line www.gdoe.net -HR Forms or at the GDOE Human Resources Division located at Building-B, 501 Mariner Avenue, Barrigada.

Interested applicants must submit a completed Employment Application form on or before the application deadline. Applications with supporting documents will be accepted up until **Friday November 07, 2025** via email or in our office between the hours of 8:00 a.m. to 5:00 p.m., Chamorro Standard Time (CHST), Monday through Friday, except holidays. Please note that there are two types of GDOE employment applications -one for FCHPA Covered Positions and one for FCHPA Exempt Positions.

FAIR CHANCES HIRING PROCESS ACT (FCHPA):

This is an **EXEMPT** position. Please complete an FCHPA Exempt Position Job Application. For exempt positions, employers are exempt from following the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. Under this job announcement you are requested to submit a police and court clearance report and to answer questions regarding any criminal convictions at the time of application in order to expedite the hiring process. Convictions, dismissals from employment, dishonorable separations from military service, or other conditions do not necessarily mean automatic disqualification. In determining employment suitability, we will evaluate the circumstances of each individual case, keeping in mind the requirements of the position to be filled as well as final review and approval from the Superintendent.

FOR ADDITIONAL INFORMATION: Please refer to the Employment Application General Instructions and Important Information Sheets, call 475-0496, and/or email humanresources@gdoe.net.

Katherine M.P. Ada
Personnel Services Administrator

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