



DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION

501 Mariner Avenue
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www.gdoe.net



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

CARPENTER I (10.261)

ANNOUNCEMENT NO. HRD-010-2026

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; \$57,026.00 per annum

Employment Type: Probationary/Permanent Full-Time Appointment

Location: **FACILITIES & MAINTENANCE**

Funding: Local

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

- (A) Two years of experience in the construction, maintenance and repair of wooden structures, buildings, and equipment; 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: To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification.

NATURE OF WORK IN THIS CLASS:

Performs semi-skilled carpentry work in the construction, maintenance and repair of wooden structures, buildings, and equipment.

Employees in this class work under the general supervision on semi-skilled work and assist higher level carpenters in skilled work.

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 general carpentry work in the construction, alternation, repair and restoration of furniture, doors, door and window frames, bulletin boards, partitions, stairways, floors, roofs, small buildings, and other wooden structures.

Installs floor coverings, counter tops, drywalls, ceiling tiles, and related flatwork.

Assists skilled carpenters in the building and repair of shelves, book cases, cabinets, and a variety of special projects.

Sands and finishes wooden surfaces; erects scaffolding and ladders.

Applies standard measurements and specifications aided by clear and specific instructions; reads sketches and pencil layouts; may read and interpret simple blueprints.

Operates shop tools and equipment such as hand and power saws, sanders planes, hammers, screw drivers; uses tapes, rules and squares.

Fits and assembles component parts using screws, nails, dowels and glue.

Replaces and repairs doors and window hardware.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the standard methods, practices, tools and materials of the carpentry trade.

Ability to add, subtract, multiply, divide and work with simple fractions.

Ability to read, interpret and work from rough sketches and drawings.

Ability to work from high ladders and scaffolds.

Ability to understand and follow oral or written instructions.

Ability to apply safe work practices on the job.

Semi-skill in the carpentry trade.

EMPLOYMENT BENEFITS:

This is a permanent, full-time under Facilities and Maintenance Division. New hires serve a probationary period of at least six (6) months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status and 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 forty (40) hours of regular work per week with 26 pay periods per year.

APPLICATION SUBMISSION AND DEADLINE:

Employment applications can be obtained online 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 a **COVERED** position. Please complete a FCHPA Covered Position Job Application. For covered positions, employers must follow 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, do not submit a police and/or court clearance report or answer questions regarding any criminal convictions until you have been offered a job. If you choose to submit these documents or answer any criminal history questions at the time of application, you do so voluntarily.

FOR ADDITIONAL INFORMATION: Please refer to the Employment Application General Instructions and Important Information Sheets, call (671) 475-0496, and/or email humanresources@gdoe.net.

A handwritten signature in blue ink, consisting of a stylized 'K' and 'A' with a horizontal line extending to the right.

KATHERINE M.P. ADA,
Personnel Services Administrator

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