DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION
501 Mariner Avenue
Barrigada, Guam 96913
Tel: (671) 475-0496
www.gdoe.net

JUDITH T. WON PAT, Ed.D.
Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

OPEN COMPETITIVE JOB ANNOUNCEMENT

To establish a list for the position of

FACILITIES AND MAINTENANCE MANAGER (10.965)

ANNOUNCEMENT NO. HRD-094-2026

Open: August 24, 2026 **Close:** September 04, 2026

2023 GENERAL PAY PLAN (GPP)
OPEN: P-1; $67,696.00 per annum -P-10 $92,933.00 per annum
PROMOTION: P-1; $67,696.00 per annum -P-18 $119,315.00per annum

Employment: Probational/Permanent Appointment
Location: **Facilities & Maintenance Division**
Funding: Local

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

A) Six (6) years of progressively responsible experience in building construction and maintenance work and three (3) years of supervisory work; 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:

Administers the facilities and maintenance programs and activities of the Department of Education.

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.)

Plans and administers the educational facilities and maintenance programs, including building and facilities maintenance, vehicles and equipment maintenance, grounds maintenance, and multi-media equipment maintenance.

Supervises major and emergency projects; prepares and administers Capital Improvements plans.

Enforces application of work safety measures and practices; conducts safety audits of departmental facilities.

Prepares and administers program budget and other administrative functions and requirements.

Applies accreditation standards and codes relative to the operation and maintenance of buildings and equipment.

Reviews and interprets facility drawings, specifications and blueprints; inspects and coordinates contracted projects to insure compliance with contract specifications.

Plans and administers the departmental energy conservation program.

Secures school property and equipment in preparation for and during emergencies.

Attends meetings concerning facilities and maintenance programs.

Maintains records and prepares reports.

Performs related work as required.

MINIMUM KNOWLEDGE, ABILITIES. AND SKILLS:

Knowledge of the principles and practices of supervision and program administration.

Knowledge of the standard methods, practices, tools and equipment used in building and equipment maintenance and repair work.

Plans and administers the educational facilities and maintenance programs, including building and facilities maintenance, vehicles and equipment maintenance, grounds maintenance, and multi-media equipment

Ability to administer educational facilities and maintenance programs.

Ability to make work decisions in accordance with laws, policies and other appropriate program guidelines.

Ability to interpret plans, specifications and blueprints.

Ability to make time and material costs estimates for major and minor maintenance and repair work.

Ability to evaluate educational facilities and maintenance operations and recommend/ implement appropriate improvements to improve program effectiveness.

Ability to prepare and administer program budget and other administrative functions and requirements.

Ability to work effectively with employees and the public.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

EMPLOYMENT BENEFITS:
This is a permanent, full-time position with the Division of Facilities & Maintenance. 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 periods per year.

APPLICATION SUBMISSION AND DEADLINE:
Employment applications may be obtained from our website **https://www.gdoe.net/District/Department/14-Human-Resources-Division/1750-Forms.html** 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, September 04, 2026** 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 DOE job 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 Sheet. You may contact us at 671-475-0496 or via email **humanresources@gdoe.net.**



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