



DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF
ENVIRONMENTAL TECHNICIAN II**
(Position Code No.6.131)

FELIX P. CAMACHO
Governor of Guam

MICHAEL W. CRUZ,
M.D.
Lieutenant Governor

LOURDES M. PEREZ
Director

JOSEPH C. MANIBUSAN
Deputy Director

ANNOUNCEMENT NO: DOA 168-07

APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD FEBRUARY 18, 2008 - CONTINUOUS

PAY GRADE: OPEN: I-1; \$21,389 P/A - I-10; \$32,083 P/A
PROM: I-1; \$21,389 P/A - I-20; \$45,256 P/A

WHO CAN APPLY

Open to government of Guam employees and the public.

**QUALIFICATION
REQUIREMENTS**

- Two years of experience as an Environmental Technician I or equivalent work; or;
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY
SPECIAL
QUALIFICATION**

- Possession of a valid driver's license. Possession of a current SCUBA Diver certification may be required. **(Must be verified at the time of submission of application or include a photocopy).**

**SUITABILITY
DETERMINATION
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT
CLEARANCE
REQUIREMENTS**

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

NATURE OF WORK

This is moderately complex technical work in the collection and analysis of samples particularly air and water as to its physical make-up, chemical composition and bacteriological content as it relates to environmental health. Employees in this class perform the full range of technical duties independently and may participate in routine professional duties under closer supervision.

**ILLUSTRATIVE
EXAMPLES OF WORK**

Prepares and installs testing apparatus and mixes stock solutions for testing; participates in performing testing activities in proper sequence and conducting basic measurements and calculations; logs observations, calculations and test readings; records specific conditions that influence field tests; and assists in making limited interpretations pertaining to environmental health implications of finalized test results. Locates and identifies designated sampling sites geographically by interpretation of maps, codes, graphs and other geographical information; carries out collection procedures of samples or specimens from streams, lagoon, waste treatment facilities and systems, potable water treatment and

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distribution systems, potable water sources, swimming pools, food manufactures, food retail and wholesale establishments, food service establishments and concessions, industrial plants or other sources of air pollution; assists in identification of samples or specimens collected; assists in collecting and utilizing necessary sampling equipment in conducting sampling procedures; collects and transfer samples or specimens to containers; labels all specimens and samples collected with name and location; assists in observing unique or unusual conditions regarding sampling site or collected items; assists in making limited interpretations regarding the environmental health implications of observed sampling situations; and transports samples and specimens. Participates in conducting preliminary evaluations of health establishments, industrial plants, public institutions, commercial establishments, public buildings, and private residences in response to public complaints or cooperative efforts to gather environmental survey data. Maintains and services facilities and equipment utilized in collection of environmental samples and specimens; makes routine inventories of equipment and supplies. Disseminates health information by distributing educational pamphlets, brochures, and booklets to the public; interviews persons to obtain information about environmental matters. Performs related duties as required.

KNOWLEDGE, ABILITIES & SKILLS

Knowledge of general science. Ability to dive by means of scuba and snorkel. Ability to collect and conduct an analysis of air and water samples. Ability to make arithmetic computations. Ability to follow routine procedures and apply instructions. Ability to work effectively with the public and employees. Ability to maintain records and prepare reports. Skill in the safe operation of a small outboard boat. Skill in the use and maintenance of mechanical and simple electronic equipment. Skill in the safe operation of a motor vehicle.

EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.0 percent on the basis of their training, education and experience in relation to the requirements of the position.

DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

DRUG SCREENING

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at www.hr.doa.guam.gov. Also job applications can be download from http://www.govguamdocs.com/doa/index_doa.htm.


For: **CECILIA G. MARTINEZ**, Manager
Human Resources Division

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.