

Announcement Number: 22-24

Who can apply: **PUBLIC**

OPEN: 4/20/22

CLOSED: UNTIL FILLED

Position Title	Program
Maintenance Worker	GUMA SAN JOSE

CHARACTER OF THE JOB:

This job involves a variety of work in the general maintenance and repair of buildings, facilities, and equipment. Limited use of electrical, carpentry, plumbing and general cleaning skills both indoors and outdoors on a day-to-day basis and to support the needs of the agency's vehicles for minor upkeep and general maintenance as required.

ILLUSTRATIVE EXAMPLES OF WORK:

(These examples do not list all the duties which may be assigned; any one position may not include all duties listed)

1. Electrical: Performs basic electrical installation and repair work in wiring for switches, outlets, plugs, cables, power circuits and appliances; repair lighting systems; inspects electrical systems for unsafe conditions.
2. Carpentry: To do repair work on furniture, doors, windows, etc. including painting varnishing as necessary.
3. Plumbing: Identifies and performs basic repairs of plumbing leaks or breaks; opens clogged lines and drains; replaces washers and other minor part.
4. Ground Maintenance: Maintains yard by keeping the grass at a presentable length, remove shrubs and plants that may obstruct, endanger or cause injury to others, and maintains grounds maintenance equipment.
5. Vehicle Maintenance: Responsible for maintaining organizations vehicle(s), changing tires, monitor oil, wash/vacuum company vehicle(s), and provide minor repairs.

6. Tool/Equipment Inventory: Maintains inventory of maintenance tools and equipment while making periodic recommendation for replacement.
7. Transporting: To assist with the transporting of supplies, office equipment, donations and other items to and from the shelters.
8. Respond appropriately to emergency and situations at the shelter and notifies Shelter Manager/Program Manager immediately.
9. Maintains building and grounds in clean and orderly condition.
10. Performs other related duties as required.

QUALIFICATIONS:

1. Physical requirements to be perform that may include stooping, standing, stretching and kneeling. Able to carry and lift tools and/or other implements required up to 30 pounds.

and

High School Diploma or GED equivalent, 2 years in working as a general repair, carpentry shop or mechanic skills or any combination of the above.

2. Valid Driver's License.

SPECIAL REQUIREMENTS:

1. **Valid Guam Driver's License**
2. **Must pass a mandatory Drug Test**



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REQUIRED DOCUMENTS: To validate credentials you may claim (e.g. High School Diploma, /College Transcript), a copy of a certified copy of the document(s) and resume must accompany the application. Failure to provide proof may result in a determination of not meeting required education and/or experience. If selected, you will be required to submit a recent Police, Traffic and Court Clearance and submit to and pass a drug test.

For more information, please contact Ms. Linda Del Rosario, Personnel Officer at 635-1412.

DIANA B. CALVO
Executive Director

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