



PORT OF GUAM
ATURIDAT I PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
1026 Cabras Highway, Suite 201, Piti, Guam 96925
Telephone: 671-477-5931/35 Facsimile: 671-477-2689/4445
Website: www.portguam.com



Eddie Baza Calvo
Governor of Guam
Ray Tenorio
Lieutenant Governor

AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT

OF

**OPEN AND PROMOTIONAL COMPETITIVE EXAMINATION
FOR THE FOLLOWING CLASS TO
ESTABLISH A LIST**

Position Title: HARBOR MASTER	Job Announcement No: 14-18
Grade: NN MINIMUM MAXIMUM Step 1/Sub-Step A Step 3/Sub-Step A \$77,515.00 \$83,938.00	Opening Date: JANUARY 2, 2018
Promotion: *Salaries beyond the maximum range will be allocated in accordance with promotional guidelines.	Closing Date: JANUARY 15, 2018

JOB LOCATION: The position is located in the Port Authority of Guam.

AREA OF CONSIDERATION: Open to the public, Port Authority of Guam, and Government of Guam Employees.

It is the policy of the Port that there shall be no discrimination against any person on the basis of race, color, sex, including sexual harassment and orientation, religion, national origin, age, marital status, creed, physical or mental disability, or political affiliation or retaliation., except for positions requiring bona fide occupational qualifications.

NATURE OF WORK: Administers the harbor control programs and activities at the Port Authority of Guam.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not include all duties and responsibilities which may be assigned; nor do the examples include all the duties which may be performed.)

Administers the programs, projects, activities and operations involved in the traffic movement, berthing and mooring of sea vessels in Apra Harbor area. Reviews, develops and implements the policies and procedures to enhance the safety and efficiency of vessel traffic operations. Directs and coordinates harbor operations with Operations Division, Marine Inspection Office, U.S. Navy Port Control custom officials, U.S. Coast Guard and other concerned organizations; and makes recommendations and follow-ups on violations. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS: Knowledge of the principles, methods, practices and techniques involved in commercial seaport harbor and marina operations. Knowledge of the hazards and safety practices involved in traffic movement, berthing and mooring of sea vessels. Knowledge of occupational safety and accident prevention principles, practices and techniques. Ability to administer the programs, projects, activities and operations involved in the seaport harbor operations activities. Ability to interpret, apply and make decisions in accordance with laws, rules and regulations and technical guidelines. Ability to evaluate operational effectiveness and recommend changes to enhance improvements. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepares reports.

QUALIFICATION REQUIREMENTS: Six (6) year of experience in seaport involving traffic movement, berthing and mooring of sea vessels, two (2) years of which must have been in a supervisory capacity and graduation from high school; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid marine radio operator's permit issued by the Federal Communications Commission.

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 education 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.

This section *shall not* be applicable to the Summer Youth Employment or any person with a disability which prevent him or her from complying with this requirement consistent with the Americans with Disabilities Act or its successor's laws.

Documents to verify the 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.

PROHIBITION: Pursuant to Public Law 28-98, *"No person convicted of a sex offense under the provisions of Chapter 25 of Title 9, Guam Code Annotated, or an offense as defined in Article 2 of Chapter 28, Title 9, Guam Code Annotated in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam."*

SUITABILITY DETERMINATION FORM: Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If this is not complete, or missing from your application, your application for this position will be rejected.

POLICE AND/OR COURT CLEARANCES: Submission of a police clearance must be accompanied with your employment application. The clearance must not be more than three (3) months old. In the event the police clearance indicates a record, then the Port will require a court clearance be provided showing the outcome of such record.

TRANSPORTATION WORKER CREDENTIAL IDENTIFICATION (TWIC) REQUIREMENT: Applicants selected for the Harbor Master position would need unescorted access to secured areas of the Port facilities or vessels and will be required to obtain a TWIC card. Upon selection for the position and if you do not have a TWIC card, you will be required to enroll with Transportation Security Administration (TSA).

DRUG SCREENING: Applicants selected for and offered employment with the Port shall undergo and pass a mandatory drug test before being employed. Failure to submit to or pass such drug test shall be grounds for rescinding the offer of employment.

EMPLOYMENT MEDICAL EXAMINATION: All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

EXAMINATION REQUIREMENTS: All applicants will be evaluated and will be rated on a scale between 70.000 to 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the position.

INTERVIEW PROCEDURES: If the position is filled, a panel of interviewers designated by the General Manager will conduct personal interviews.

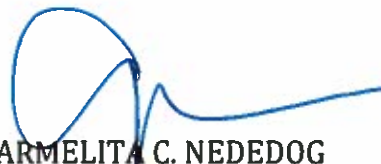
PREFERENCE POINTS: Applicants wishing to claim **Disability** Preference should submit a Government of Guam Disability Certification form, certified by Director of Public Health & Social Services. Applicants claiming **Veteran's** preference is required to submit a copy of their DD214 (Military discharge form, Member 4 copy). Those claiming **Compensable Disability** are required to provide a copy of a letter from Department of Veterans Affairs, which specifically states entitlement to civil service preference for a service connected disability.

WORK ELIGIBILITY INFORMATION: Public Law 99-603 (8 USC Section 1324A) requires the Port to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Port is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position in the Port, you will be required to present valid document that will establish your identity and work eligibility. Any one of the following documents will be required: Birth certificate (original), Government of Guam Identification Card, U.S. Passport, Social Security Card (original), Naturalization or "Green" card; or other proof of work eligibility.

HOW AND WHERE TO APPLY: Applicants must submit an Application of Employment to the Human Resources Office, 1st floor of the Port Authority of Guam Building, Cabras Island, Monday to Friday, 8:00 a.m. to 5:00 p.m.

Individuals with disabilities who require special accommodations should contact the Human Resources Office prior to any scheduled examinations or interviews.

Please contact the Human Resources Office at 477-5931-4, extensions 306, 307, 368, 341, or 564 should you need additional information.



CARMELITA C. NEDEDOG
Acting Personnel Services Administrator

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