



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
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K. ERIK SWANSON, Ph.D.
Superintendent of Education

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Personnel Services Administrator

OPEN COMPETITIVE JOB ANNOUNCEMENT

To establish a list for the position of

REFRIGERATION MECHANIC I (10.141)

ANNOUNCEMENT NO. HRD-020-2025

Open: February 7, 2025 **Close:** February 20, 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: Promotional/Permanent Full-Time Appointment
Location: **FACILITIES & MAINTENANCE DIVISION**

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

- (A) Two years of experience in the installation, maintenance and repair of refrigeration 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 refrigeration work in the installation, maintenance and repair of refrigeration equipment.

Employees work under general supervision performing semi-skilled work or assist others 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.)*

Checks temperature of air-conditioned spaces; assures proper operation of the refrigeration cycle; maintains proper oil levels; replaces overheated bearings; rewires loose connections; replaces faulty insulation, frayed or loose belts, gaskets and pulleys; works in accordance with diagrams and sketches.

Assists skilled workers in performing the full range of maintenance tasks; tightens connections; makes splices; insulates exposed wires; cleans and lubricates moving parts; tests for proper connections, and replaces items such as belts, fans, and fuses.

May assist in detecting and stopping leaks and other defects by installing new pipes, packing valves, fittings, and couplings.

Performs related work as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the standard principles, methods, practices, tools and equipment used in the installation, maintenance and repair of refrigeration equipment.

Ability to take and record readings from thermometers and gauges.

Ability to perform arduous physical tasks including heavy lifting and working in strained or awkward positions.

Ability to understand and follow oral and written instructions.

Ability to apply safe work practices on the job.

Semi-skill in the refrigeration mechanic trade.

EMPLOYMENT BENEFITS:

This is a permanent, full-time position. 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 period 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 in office, located at Building-B, 501 Mariner Avenue, Barrigada. Interested applicants must submit a completed "Employment Application" form to the DEPARTMENT OF EDUCATION, Human Resources Division Office, on or before the application deadline. Applications with supporting documents will be accepted up until **Thursday, February 20, 2025** at the Human Resources Division Office (or via email) between the hours of 8:00 a.m. to 5:00 p.m., Chamorro Standard Time, 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 an 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 475-0496, and/or email humanresources@gdoe.net.



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