



**DEPARTMENT OF EDUCATION**  
**HUMAN RESOURCES DIVISION**

501 Mariner Avenue  
Barrigada, Guam 96913  
Tel: (671) 475-0496  
www.gdoe.net



K. ERIK SWANSON, Ph.D.  
Superintendent of Education

KATHERINE M.P. ADA  
Personnel Services Administrator

**OPEN COMPETITIVE JOB ANNOUNCEMENT**

To establish a list for the position of

**TRADES HELPER (10.205)**

**ANNOUNCEMENT NO. HRD-022-2025**

**Open:** February 7, 2025      **Close:** February 20, 2025

**2023 GENERAL PAY PLAN (GPP)**

OPEN: D-1; \$23,229.00 per annum – D-10; \$31,889.00 per annum  
PROMOTION: D-1; \$23,229.00 per annum – D-18; \$40,941.00 per annum

Employment: Promotional/Permanent Full-Time Appointment  
Location: **FACILITIES & MAINTENANCE DIVISION**

*We are an Equal Opportunity Employer*

**MINIMUM EXPERIENCE AND TRAINING:**

No experience and training is required. The minimum knowledge, abilities and skills listed above are required.

**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 unskilled trades 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.)*

Performs routine duties, receives on-the-job training, and provides assistance in a wide variety of trade areas such as electrical, plumbing, welding, mechanical and related trades.

Performs semi-skilled tasks under close supervision in order to gain skill and experience.

Maintains and cleans work areas, tools and equipment of the trade.

Applies safe work practices on the job.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:**

Ability to learn the standard methods, practices, tools and equipment of a trade.

Ability to apply safe work practices on the job.

Ability to acquire the skills of a trade.

Ability to understand and follow oral and written instructions.

**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.

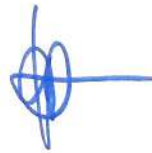
**APPLICATION SUBMISSION AND DEADLINE:**

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](mailto:humanresources@gdoe.net).



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