



GUAM SOLID WASTE AUTHORITY

LOURDES A. LEON GUERRERO
Governor of Guam

JOSHUA F. TENORIO
Lt. Governor of Guam

Irvin Slike
General Manager



Employment Opportunity

OPEN COMPETITIVE ANNOUNCEMENT

To establish a list of qualified applicants for the position of

ASSISTANT GENERAL MANAGER OF OPERATIONS & TECHNICAL SUPPORT (UNCLASSIFIED)

Announcement Number: GSWA-23-006 Open: December 2, 2022
Closed: Until Filled

Salary: Salary will be commensurate with experience and qualifications starting at \$75,000.00 per annum.

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined contribution Plan 401 and 457). Health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit wsvgrf.com. For other inquires please visit the Guam Solid Waste Authority.

The Guam Solid Waste Authority (GSWA) is searching for qualified individuals to apply for the position of Assistant General Manager for Operations and Technical Support, a full-time position, using the qualification criteria below. Salary will be commensurate with experience and qualifications starting at \$75,000.00 per annum.

JOB OVERVIEW: The Assistant General Manager for Operations and Technical Support with the consent of the Board is appointed by and serves at the pleasure of the General Manager.

The Assistant General Manager for Operations and Technical Support shall devote his/her entire time to the business of the Authority and shall have full charge and control, subject to the direction of the General Manager, of all operations, engineering and technical services pertaining to the generation, storage, collection transportation, processing, recycling, resource recovery or disposal of solid waste. This position is supervised by the General Manager.

MINIMUM QUALIFICATIONS:

The Assistant General Manager for Operations and Technical Support shall, at a minimum, possess most of the following qualifications:

1. Five (5) years' experience in an administrative, business, managerial and/or supervisory position;
2. Graduation from an accredited institution of higher education with a Bachelor's degree in Business Management, Engineering Management, Engineering Technology or Civil Engineering or related field;
3. Five (5) Years of management or supervisory experience in the Solid Waste Industry or equivalent (such as Public Works, Utility Agencies, or Construction)
4. SWANA certification in Landfill, Transfer Station or Collection Operations, or ability to obtain within 8 months of employment.



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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)

40% Operations Management/Administration. Monitor and evaluate all operational functions and efficiency of the Authority including all collection service routes and container delivery services. Assists in the development of annual budgets. Monitors Collection/Delivery staff members' compliance with Customer Service policies. Works closely with Customer Service to resolve collection issues. Also maintains compliance with provisions of Union contract. In coordination with Solid Waste Management Superintendent and Engineer Supervisor, makes recommendations and assists in the development and issuance of product, material and capital equipment specifications and develops Requests for Proposals/Quotes. Develops and maintains operational reports including customer totals and route distribution, tonnage reports, labor and other reports as needed/requested. Attends monthly board meetings.

30% Supervision. Provides oversight and assistance to the Solid Waste Management Superintendent with regard to Customer Service objectives. Assists in developing training programs to increase efficiency and service execution. Monitors and ensures that collection staff adheres to Guam Solid Waste Authority Policies and Union contract provisions. Consults with and assists supervisors and General Manager, as necessary, regarding development and issuance of disciplinary measures. Evaluates performance and conducts reviews of the Solid Waste Management Superintendent. Assists the Solid Waste Management Superintendent in the coordination, development and/or maintenance of annual performance reviews for operational staff.

20% Safety and Training. Develops, maintains and/or updates the Authority training programs and safety programs. Ensures staff is trained on proper completion of tasks and monitors conformance to the Authority policies. Identifies and displays pertinent safety and training material on Department bulletin boards and video monitor.

10% Representation. In the absence of the General Manager, represents the Guam Solid Waste Authority at board meetings, public hearings and responds to all media sources.

Educational and Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency.

Employment in the service of the government of Guam shall have as a reasonable measure of job performance, the minimum educational requirement of a high school diploma or a successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certificate program from a recognized accredited or certified



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vocational technical Institution, pursuant to Public Law 29-113. For more information, please contact the Guam Solid Waste Authority at 671-646-3215 or 671-647-4312.

Suitability Determination Form

Your employment application will not be deemed completed 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 ff2. 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 occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA 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.

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.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If 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 conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply



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Submit job applications in person at the Guam Solid Waste Authority, 2nd floor, Located at the Public Works Compound, Tamuning, between the hours of 8:00 am. — 5:00 p.m., Monday through Friday; or by email to admin@gswa.guam.gov. All applications must be received by GSWA during regular business hours on or before the closing date of the job announcement. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.

For More Information

Call or visit us at the Guam Solid Waste Authority Building, Human Resources Department at (671) 646-3215 or (671) 647-4312. In addition, job announcements and job application forms are accessible through the Guam Solid Waste Authority's website at www.guamsolidwasteauthority.com. Also, job applications can be downloaded from www.govguamdocs.com or you can email to admin@gswa.guam.gov for additional information.

A handwritten signature in black ink, appearing to read "Irvin Slike".

Irvin Slike
GSWA General Manager

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.