



# 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 candidates for the position of

### BUYER I

Announcement Number: GSWA-25-004 Open: January 13, 2025  
Closed: January 23, 2025  
Pay Grade: OPEN: HX-01; \$32,355.00 P/A – HX-10; \$44,417.00 P/A  
PROMOTION: HX-01; \$32,355.00 P/A – HX-18; \$57,026.00 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401, Defined Benefit 1.75, and Deferred Compensation 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 [www.ggrf.com](http://www.ggrf.com). For other inquires please visit the Guam Solid Waste Authority.

#### **Nature of work**

This is routine technical purchasing work in the procurement of supplies, materials and equipment.

Employees in this class perform purchasing duties independently on an ongoing basis and participate in the full range of duties under closer supervision.

**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).*

Receives and reviews requisitions and proposed specifications.

Prepares invitation for competitive bids; secures written and telephone price quotations; prepares and analyzes bid tabulation for compliance with specifications; awards bids.

Works with departmental representatives in the procurement of their supply needs.

Interviews vendors; investigates sources of supply.

Inspects merchandise for compliance with specifications.

Maintains files and records

Performs related duties as required.

#### **Qualification Requirements**

- A) One year of experience in the procurement of supplies, materials, or equipment and graduation from high school; **OR**
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

#### **Necessary Special Qualification**

- C) Possession of a valid driver's license.

#### **Examination Requirements**

A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.



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## **Minimum Knowledge, Skills, and Abilities**

- Knowledge of modern purchasing practices and procedures and shipping methods.
- Knowledge of commonly used supplies, materials, and equipment.
- Knowledge of the sources of supply and of market and price trends.
- Knowledge of modern office practices and procedures.
- Ability to learn, interpret, and apply laws, departmental policies and other regulations governing the procurement of supplies, materials, and equipment.
- Ability to prepare and analyze bids and specifications in the making of awards.
- Ability to make arithmetic computations.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports.
- Skill in the safe operation of a motor vehicle.

## **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 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 #2. 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.



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## **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**

Submit job applications in person to Keilani Mesa at the Guam Solid Waste Authority, 2<sup>nd</sup> floor, 546 N Marine Corps Drive Tamuning, between the hours of 8:00 a.m. — 5:00 p.m., Monday through Friday; or by email to [keilani.mesa@gswa.guam.gov](mailto:keilani.mesa@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.gswa.guam.gov](http://www.gswa.guam.gov). Also, job applications can be downloaded from [www.govguamdocs.com](http://www.govguamdocs.com) or you can email to [admin@gswa.guam.gov](mailto:admin@gswa.guam.gov) for additional information.

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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.