



**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

**WELDER I (10.121)**

**ANNOUNCEMENT NO. HRD-021-2025**

**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 fabrication, assembly, and repair of metal equipment, tools, fixtures, and other item by electrical and acetylene welding; 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 welding work in the fabrication, assembly and repair of metal equipment, tools, fixtures and other items by electrical and acetylene welding.

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

Selects, sets up, and secures parts to be welded; cleans greasy or corroded areas with files, wire brushes, grinding wheels, sandblasting equipment, scaling or chipping hammers; selects proper size and type of weld; welds metal parts together according to layouts, blueprints, or work orders, using both gas welding or brazing arc welding; examines work piece and measure dimensions for conformance to specifications; chips or grinds out holes, bubbles, or cracks in work piece; clamps broken parts together and welds them according to type thickness of metal; and maintains and makes minor repairs on welding equipment.

Assists skilled workers in performing the full range of welding tasks.

May cut defective parts and re-weld new piece into place.

May straighten bent pieces, using hand torch and straightening press.

Performs related duties as required.

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

Knowledge of standard principles, methods, practices and techniques of electrical and acetylene welding.

Knowledge of the proper operation and maintenance of welding tools and equipment.

Ability to work in awkward and cramped positions such as welding in hard to reach places.

Ability to work in areas that are exposed to fumes, flying sparks, the glare of torches and heated materials.

Ability to understand and follow oral and written instructions.

Ability to apply safe work practices on the job.

Semi-skill in the welding 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](mailto:humanresources@gdoe.net).



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