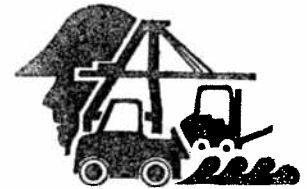




**PORT AUTHORITY OF GUAM
 ATURIDAT I PUETTON GUAHAN
 Jose D. Leon Guerrero Commercial Port
 GOVERNMENT OF GUAM**

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FELIX P. CAMACHO
 Governor of Guam

MICHAEL W. CRUZ
 Lieutenant Governor

AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT

OF

**AUTHORITY-WIDE COMPETITIVE EXAMINATION
 FOR THE FOLLOWING CLASS TO
 ESTABLISH A LIST**

Position Title: CARGO CHECKER SUPERVISOR	Job Announcement No: 08-10
Grade: J <u>MINIMUM</u> <u>MAXIMUM</u> Step 2/Sub-Step D Step 6/Sub-Step C \$38,352.00 \$44,525.00	Opening Date: January 13, 2010
Promotion: *Salaries beyond the maximum range will be allocated in accordance with promotional guidelines.	Closing Date: January 20, 2010

JOB LOCATION: The position is located in the Terminal Division of the Port Authority of Guam, Cabras Island.

AREA OF CONSIDERATION: Open to all interested and qualified permanent status employees occupying classified positions within the Port Authority of Guam. All applicants will receive employment consideration regardless of race, creed, color, sex, national origin, marital status, political affiliation, age, and religion or disability factors.

NATURE OF WORK: Supervises and participates in receiving, issuing, checking, recording, reporting and inspecting break bulk or containerized cargoes from vessels and/or the terminal facilities.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not include all the duties and responsibilities which may be assigned; nor do the examples cover all the duties which may be performed.)

Supervises and prepares schedules of manpower, equipment, and storage area required for receiving, checking, stowing and issuing of cargoes; prepares cargo master list from manifest and coordinates cargo checking activities of incoming and outgoing vessel operations; supervises the loading and unloading of cargoes to and from vessels; inspects the work of lower level cargo checkers to ensure compliance with cargo storage specifications. Inspects cargoes to be loaded and unloaded and prepares reports of damages and other discrepancies. Oversees the issuance of loaded containers to various consignees and the receipt of empty or stuffed containers at checkpoint. Reviews corresponding documents and reports for expenses chargeable to the carrier and for other billing purposes. Ensures that all records and reports are accurate and properly documented. Coordinates the activities with other personnel to facilitate cargo movements. Applies and enforces safe work practices on the job. Skill in the safe operation of a forklift. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the:

- methods, techniques and equipment used in seaport cargo handling operations.

Ability to:

- supervise the work of others.
- make decisions in accordance with appropriate guidelines.
- apply and enforce safe work practices on the job.
- work effectively with the public and employees.
- communicate effectively, orally and in writing.
- maintain and to prepare reports.

Skills in the:

- operation of a forklift.

QUALIFICATION REQUIREMENTS:

- A. Four years of clerical experience, which includes one year in seaport cargo handling work and six months experience in the operation of a forklift; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

CARGO CHECKER SUPERVISOR

NECESSARY SPECIAL QUALIFICATION REQUIREMENT: The following documents must be submitted with the employment application to qualify for the position:

- Police clearance and Court clearance. Such clearances must be no more than 3 months old.

Public Law 28-98, Sex Offenders, stipulates that no person convicted of a sex offense shall be employed with Government of Guam.

Public Law 24-239, Family Violence, stipulates that after August 14, 1998, no person who is convicted of a felony concerning family violence (not a misdemeanor) is eligible to hold the following positions:

1. *General Manager;*
2. *Deputy General Manager;*
3. *Managerial or supervisory position*

DRUG SCREENING: The Port Authority of Guam has implemented a drug testing as part of the Drug Free Workplace Program. This position is a **Testing Designated Position**. An applicant tentatively selected for this position will be required to submit a urinalysis for illegal use of drugs prior to a final selection, or if the applicant is currently occupying a Testing Designated Position, no applicant is authorized. The selection is contingent upon a negative drug test result, and thereafter, the selected will be subject to drug testing under certain circumstances, such as, reasonable suspicion and after an accident or unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. A verified positive drug test result will be provided to the General Manager. Refusal to furnish a urine specimen or failure to report for testing as directed is grounds for discipline.

PROBATIONARY PERIOD: The applicant must satisfactorily serve at least six (6) months and not more than 12 months probationary period to gain permanent status with the Authority.

EVALUATION METHODS: All applicants will be evaluated and will be rated on a scale between 70.000 to 100.000 percent on the basis of their training, education and experience in relation to the minimum requirements of the position. Applicants will be credited for their experience and training shown on their applications. Therefore, entries

Should be described accurately and concisely and each job described separately. List awards or outstanding ratings and any other information which will be helpful in the job-element-examining process. **DO NOT ATTACH ORIGINALS OF ANY VALUABLE DOCUMENTS.** Applicants who do not file in accordance with these procedures will be rated **INELIGIBLE**.

INTERVIEW TECHNIQUES: If the position is filled, a panel of interviewers designated by the General Manager will conduct personal interviews. Techniques to be used in the interview may consist of one of the following:

- (1) Work sample and performance evaluation examinations,
- (2) Practical and/or written tests,
- (3) Individual oral examinations.

EDUCATION: Applicants claiming educational accomplishments degrees or credit hours are required to submit official or verified copies of transcripts of diplomas.

HOW AND WHERE TO APPLY: Applicants must submit an Application of Employment to the Human Resources Office, 1st floor of the Port Authority of Guam Building, Cabras Island, Monday to Friday, 8:00 a.m. to 5:00 p.m.

Individuals with disabilities who require special accommodations should contact the Human Resources Office prior to any scheduled examinations or interviews.

FOR MORE INFORMATION: Please contact the Human Resources Office at 477-5931 -4, extensions 306, 307, 368, 341, or 564.


FRANCINE T. ROCIO
Personnel Services Administrator

CARGO CHECKER SUPERVISOR

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