



**NATURE OF WORK:** This is a complex technical environmental protection and health involving field inspections of properties under the jurisdiction of the Port Authority of Guam to ensure compliance with laws and regulations regarding water and air pollution controls, pesticides use, solid/hazardous waste disposal and other matters affecting the environment.

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

Represents the Port Authority of Guam in all required activities for National Environmental Policy Act (NEPA), Resource Conservation Act (RCRA), Clean Water Act (CWA), Occupational Safety and Health Administration (OSHA), and U.S. Coast Guard compliance programs. Conducts studies and site inspections to assess environmental compliance and the potential for hazardous materials liability. Prepare correspondence on environmental compliance for briefings, conferences, meetings and regulatory/reviewing agencies. Prepare and edit environmental reports. Provide environmental technical assistance to agencies and technical experts, legal experts and others on a wide variety of environmental issues. Manages personnel, facilities and funds, establishes branch operating procedures, and policies to enable the Branch to accomplish its goals, anticipate needs and make necessary modifications. Through administrative and judicial procedures, ensures compliance by regulated entities with the provisions of the Clean Water Act, Safe Drinking Water Act and related state and federal legislation. Develops strategies to identify non-compliance, impediments to compliance and to return violators to compliance. Plans and directs a suite of compliance determination activities. Manage and ensure employees training requirements needed and manage employee's safety and health program. Responsible for Environmental activities that embrace a wide range of subjects directly or indirectly concerned with public safety, environmental protection and environmental compliance for properties under the jurisdiction of the Port Authority of Guam to include main facilities, Agat and Agana Boat Basin and Harbor Refuge. Leads and participates in the inspection of public, private and commercial property and associated structures with the Port Authority for activities or discharges affecting the environment, such as sewage disposal systems, wastewater disposal and air pollution emission sources. Reviews proposed construction drawings for complex commercial buildings, checks compliance with wastewater disposal laws and regulations, and issues construction permits for wastewater systems. Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of management and administrative policies and procedures. Knowledge of budget policies and procedures. Knowledge of basic principles, methods, practices and techniques involved in the enforcement of environmental protection. Knowledge of computer capabilities applicable to functional responsibilities. Ability to plan, organize and direct the functions of subordinate organizational units. Ability to analyze, interpret and evaluate enforcement programs related data. Ability to provide strategic

direction on enforcement matters. Ability to influence and leverage cooperation from internal and external. Ability to communicate both orally and in writing. Ability to lead the work of others. Ability to read and interpret construction plans and specifications and to reorganize deviations thereof. Ability to investigate complaints and conduct inspections in compliance with environmental standards. Ability to work effectively with the public and employees.

**QUALIFICATION REQUIREMENTS:** A. Five (5) years of experience in developing and managing administrative, civil or criminal environmental enforcement cases and experience providing leadership to assure that the goals of a project or organization stay abreast of National policies or programs; or B. any equivalent combination of experience and training, which provides the minimum knowledge, abilities and skills.

**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 education 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.

This section *shall not* be applicable to the Summer Youth Employment or any person with a disability which prevent him or her from complying with this requirement consistent with the Americans with Disabilities Act or its successor's laws.

Documents to verify the training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

**PROHIBITION: Pursuant to Public Law 28-98,** *"No person convicted of a sex offense under the provisions of Chapter 25 of Title 9, Guam Code Annotated, or an offense as defined in Article 2 of Chapter 28, Title 9, Guam Code Annotated 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."*

**SUITABILITY DETERMINATION FORM:** Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If this is not complete, or missing from your application, your application for this position will be rejected.

**TRANSPORTATION WORKER CREDENTIAL IDENTIFICATION (TWIC) REQUIREMENT:** Applicants selected for the **ENVIRONMENTAL COMPLIANCE SPECIALIST** position would need unescorted access to secured areas of the Port facilities or vessels and will be required to obtain a TWIC card. Upon selection for the position and if you do not have a TWIC card, you will be required to enroll with Transportation Security Administration (TSA).

**DRUG SCREENING:** Applicants selected for and offered employment with the Port shall undergo and pass a mandatory drug test before being employed. Failure to submit to or pass such drug test shall be grounds for rescinding the offer of employment.

**POLICE & COURT CLEARANCE REQUIREMENTS:** Pursuant to P.L. 34-22 - FAIR CHANCES HIRING PROCESS ACT (FCHPA): This act prohibits employers from asking for criminal history information until a conditional job offer is given. If selected for this position, your selection will be **conditional** pending submission of a police and court clearance. The Port will either mail a letter to you or contact you explaining these requirements. You will have five (5) business days from the postmarked date of your letter or from the time of contact with you to submit your clearances. These clearances must not be older than (1) month from the date you were contacted. If you do not have any conviction or conditions that would warrant rescinding this job offer, and pass the drug test, you will be notified of your start date.

**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.

**EXAMINATION REQUIREMENTS:** All applicants will be evaluated and will be rated on a scale between 70.000 to 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the position.

**INTERVIEW PROCEDURES:** If the position is to be filled, a panel of interviewers designated by the General Manager will conduct personal interviews.

**PREFERENCE POINTS:** Applicants wishing to claim **Disability** Preference should submit a Government of Guam Disability Certification form, certified by Director of Public Health & Social Services. Applicants claiming **Veteran's** preference is required to submit a copy of their DD214 (Military discharge form, Member 4 copy). Those claiming **Compensable Disability** are required to provide a copy of a letter from Department of Veterans Affairs, which specifically states entitlement to civil service preference for a service connected disability.

**WORK ELIGIBILITY INFORMATION:** Public Law 99-603 (8 USC Section 1324A) requires the Port to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Port is required to comply with this

law on a non-discriminatory basis. If you are hired to fill a position in the Port, you will be required to present valid document that will establish your identity and work eligibility. Any one of the following documents will be required: Birth certificate (original), Government of Guam Identification Card, U.S. Passport, Social Security Card (original), Naturalization or "Green" card; or other proof of work eligibility.

**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.**

Please contact the Human Resources Office at 477-5931-4, extensions 244 - 249, or 392 should you need additional information.



SHAWN B. CEPEDA  
Personnel Services Administrator

**ENVIRONMENTAL COMPLIANCE SPECIALIST**

**AN EQUAL OPPORTUNITY EMPLOYER**