



GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDĀT ESPETĀT MIMURIĀT GUĀHĀN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913

Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



AREA OF CONSIDERATION – OPEN COMPETITIVE

TO ESTABLISH A LIST FOR THE POSITION OF **CHIEF OF ENVIRONMENTAL SERVICES**

OPEN: JUNE 17, 2025

CLOSING DATE: JULY 1, 2025

ANN. NO.: 25-72

GENERAL PAY PLAN

OPEN: M-01 \$49,731.00 P/A to M-10 \$68,269.00 P/A

PROMOTION: M-01 \$49,731.00 P/A to M-18 \$87,650.00 P/A

MINIMUM EXPERIENCE AND TRAINING:

- A) Five (5) years of experience in environmental services management work and graduation from a recognized college or university with a bachelor's degree in public or business administration, planning, public or environmental science; or
- B) Eight (8) years of environmental services work, including two (2) years of supervisory work experience and graduation from High School; or successful completion of a General Education Development (GED) Test; or any equivalent completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job.

SELECTIVE FACTOR

Knowledge of Infection Control principles and practices in a hospital setting.

NATURE OF WORK:

Directs and administers the environmental (housekeeping and laundry) services program to maintain the hospital environment in a sanitary, attractive, safe and orderly condition.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed; nor do the examples cover all duties which may be performed).

Develops a written philosophy, goals and objectives for the environmental services department which focus on continuous quality improvement of all department services. Plans, interprets, communicates and implements environmental services philosophy and objectives to staff, administration and other hospital departments. Implements the monitoring system and evaluates outcomes of the department quality improvement program. Develops, implements and evaluates outcome of environmental services policies and procedures. Establishes standards and work procedures for the environmental services staff in accordance with the established policies of the hospital. Develops staffing schedule to ensure availability of personnel 24 hours a day, 7 days a week, in order to accomplish objectives and promote the maximum utilization of environmental services personnel to provide adequate service for all areas of the hospital. Plans and coordinates in-service programs with the Education Department for environmental services staff. Participates in orientation and in-service education of the environmental services department to promote departmental standards/practices. Inspects and evaluates the physical condition of the hospital; recommends painting, repairs to improve sanitation, ensure safety and promote and foster an efficient working environment. Collaborates with other departments in addressing issues in such areas as maintenance, preventive maintenance, infection control and safety. Ensures compliance with regulations, policies and procedures established by JCAHO, OSHA, CMS, CDC and other applicable laws. Evaluates and acts upon reports and recommendations of committees concerned with environmental services practice. Measures department efficiency and effectiveness; evaluates new products and maintains adequate resources to achieve departmental objectives. Develops the environmental services departmental budget annually for the provision of personnel, supplies and equipment. Maintains professional/administrative competence through in-service and continuing education. Maintains effective written and verbal communications and public relations, inter-and-intra departmentally. Manages the collection, analyses and distribution of department information, records, and prepares reports. Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the principles, practices, methodologies and theories of environmental services department with focus on the sanitary appearance and efficiency of a health care institution.
- Knowledge of infection control and safety requirements of a health care institution.

- Knowledge of rules, regulations, policies, procedures and guidelines of environmental services activities of a health care institution.
- Ability to interpret and apply laws, regulation standards and program guidelines as they relate to environmental services activities of a health care institution.
- Ability to make work decision in accordance with appropriate program guidelines.
- Ability to evaluate and make recommendations or initiate changes in policies and procedures and program requirements to improve effectiveness of the department.
- Ability to communicate effectively with the public and employees.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain records and prepare reports.

EXAMINATION REQUIREMENTS: A written test may be required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examination.**

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, effective September 30, 2008, 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 a specialized field required for the job.

DRUG SCREENING AND PRE-EMPLOYMENT PHYSICAL MEDICAL EXAMINATION: All applicants tentatively selected for this position are required to submit to a urine test to screen for illegal use of drugs prior to appointment. All applicants accepting employment with Guam Memorial Hospital Authority must take and pass a pre-entry Physical examination.

PRIMARY SOURCE VERIFICATION: Applicants applying for positions in the Nursing and/or Allied Health Professional positions requiring licensure pursuant to Public Law 24-329 or National Credentialing Institution must obtain a verification of licensure upon notification of selection as a condition of employment. All cost incurred for licensure/ certification verification is at the applicant's expense.

VETERANS' PREFERENCE: Applications claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge member 4 form). Those claiming Compensable Disability are required to provide verification from the Veteran's Administration.

DISABILITY PREFERENCE: Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

POLICE AND COURT CLEARANCE: Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants accepting employment with Guam Memorial Hospital Authority must submit a police and Superior Court of Guam clearance of no more than 3 months old from the date of notification of selection as a condition of employment. The cost of the clearances is the applicant's responsibility. Off-Island applicants must obtain clearances from their last place of residence.

AREA OF CONSIDERATION AND INTERVIEW PROCESS: A personal interview, interview by telephone or video conferencing will be held by the appointing authority or his designee for eligible candidates referred via certification. Certification for interviews are prepared from valid eligibility listings in accordance with the area of consideration or examination and in the following order if available: 1) Departmental; 2) Government-wide; and 3) Open Competitive. Candidates will be contacted accordingly during active recruitment when their names are reached on the appropriate list.

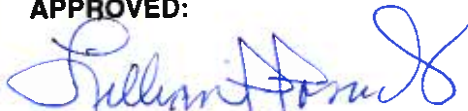
Important Note: Individuals with disabilities who require special accommodations should contact the Equal Employment Opportunity Office at (671) 647-2104, prior to any scheduled interviews. If traveling off-island and/or if contact information has changed, all eligible candidates are responsible for notifying the Human Resources Office of any changes in contact information to include email and mailing addresses.

IMPORTANT INFORMATION: Public Law 99-603 (8USC, Section 1324A) requires the Government of Guam 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.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

WHERE TO APPLY: Applicants must submit the "Guam Memorial Hospital Authority – Employment Application" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday or via email to human.resources@gmha.org. To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call (671) 647-2409/2171 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96913. The Human Resources Department is located on the first floor within the Administration offices or visit the "gmha.org website" for other employment opportunities.

APPROVED:



LILLIAN Q. PEREZ-ROSADAS, MN, RN
Hospital Administrator/CEO