



VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

INTERNAL/EXTERNAL ANNOUNCEMENT May 10, 2017

The Virgin Islands Port Authority's Human Resources Division is now accepting applications for the following positions:

<u>POSITION</u>	<u>GRADE</u>	<u>SALARY</u>	<u>LOCATION</u>
(1) Storekeeper	AGS-09	\$26,004.94	Purchasing – STT
(1) Parking Lot Attendant	AGS-10	\$26,785.09	Parking Lot - STT
(1) Diesel Mechanic	AGS-14	\$30,146.85-\$42,596.71	Aviation – STX

Applications must be submitted to the Human Resources Division no later than Wednesday, May 24, 2017.

Job descriptions attached.

Valcina Quashie
Labor Relations Administrator

DC/kl

VIRGIN ISLANDS PORT AUTHORITY STOREKEEPER

REPORTS TO: Purchasing Supervisor

BASIC DUTIES:

Receive, store, safeguard, and issue all materials and supplies acquired by the Port Authority. Keep records necessary for recording the receipt, inventory and issuance of materials and supplies. Inspect all material, and initiate claims to vendors for defective or damaged merchandise by informing discrepancies to the Purchasing Supervisor. Notify user departments of all defective merchandise and document findings. Maintain a log of stock items re-order points and levels.

Receive shipments and provide notification of all discrepancies to Vendors. Prepare all items for return shipments and coordinate returns with vendors and Dispatcher, Process, deliver and close out all Stock Sales Requisitions in VIPA ERP system to ensure goods are delivered timely. Receive goods, supplies, and equipment from suppliers. Work closely with Dispatcher to ensure goods are re-stocked and delivered to user departments timely.

Create and process purchase orders (PO) in VIPA's ERP system for stock and non-stock items. Process all necessary paperwork/documentation, such as invoices, receipts, signed POs to ensure prompt payment to vendors. Maintain a log of stock item re-order points and levels. Conduct periodic inventories of materials and supplies.

Maintain the storeroom, and keep materials and supplies neatly arranged. Participate in Purchasing's Cycle Counts and Year-End Physical Inventory Counts and reconciliation of stock variances. Make deliveries and pick-ups in the absence of the Dispatcher as directed by Purchasing Supervisor.

Perform such other duties as determined by supervisor.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Thorough knowledge of stock keeping and shipping methods and practices;
- Considerable knowledge of the types of materials, supplies, and equipment stored in a warehouse.
- Considerable knowledge of modern office practice and procedures as they apply to stock keeping and inventorying activities;
- Some knowledge of the functions, organization, and material requirements of the facilities concerned and of requisitioning and purchasing procedures;

- Ability to plan, assign, and supervise the work of clerical, and unskilled subordinates;
- Ability to establish and maintain effective working relationships with other employees and subordinates;
- Ability to maintain inventory records and to prepare stock reports;
- Ability to make mathematical computations with speed and accuracy;
- Physical strength and agility to lift and move heavy and bulky supplies;
- Knowledge of Microsoft Office; and
- Must have a valid V.I. Driver's License.

DESIRABLE EXPERIENCE AND TRAINING

Two (2) years of progressively responsible clerical experience, preferably including processing requisitions or receiving supplies; and completion of the twelfth grade including or supplemented by courses in office practice.

PARKING LOT ATTENDANT

GENERAL DESCRIPTION

Responsible for functions related to the collection and control of fees from users of parking lot on behalf of the Authority, along with involvement with traveling public and other users of the airport's parking lot.

EXAMPLE OF DUTIES PERFORMED (This listing is not all-inclusive of job duties!)

- Collect parking fees from users based on charges for amount of time parked or standard lot fee; issue receipts upon customer's request.
- Enter transactions on cash register or other approved methods and balances cash with register tape according to established procedures.
- Safeguard all monies collected, between the time of collection and transfer to supervisor, Accounting personnel, or bank.
- Complete reports or forms required by department, i.e. bank deposit documents, summaries of monies collected, etc.
- Inspect and maintain parking lot spitters and arms and insure that equipment is in good working condition
- Report any repairs needed to parking lot equipment to Parking Lot Supervisor.
- Inspect parking lots for potholes, etc. and report any repairs needed to Parking Lot Supervisor
- Record tag number of vehicles in lot at the end of business
- Place written notice of payment due on windshield of vehicles in lot before and after operating hours
- Notify Safety & Security via two-way radio or telephone of need for Law Enforcement Officer
- Watch lot for suspicious activity and report such to Safety & Security

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Authority's regulations, practices and procedures applicable to the collection and deposit of revenues
- Knowledge of general parking practices and procedures
- Skilled in basic mathematics
- Skilled in counting money and in recording transactions with speed and accuracy
- Skilled in the operation of cash register and adding machine (10-key punch)
- Skilled in courteous communications with the public and all persons contacted during course of work
- Able to follow written and oral instructions

MINIMUM QUALIFICATIONS

- Completion of the twelfth grade or high school equivalency (G.E.D.); or
 - One-year experience as a parking lot attendant and/or a cashier involved in the collection of large sums of money;
- and
- Clean police record

DIESEL MECHANIC

EXAMPLES OF WORK: These examples are not intended to include all possible assignments to employees in this class)

- To work directly under the supervision of the Assistant Maintenance Supervisor
- Examines, test drives and troubleshoots electrical and mechanical problems using standard testing procedures and computer diagnostic equipment.
- Performs all repairs and service to engines, pump, electrical and related parts of vehicles, equipment, etc.
- Perform other mechanic work with other maintenance personnel
- Performs repairs and replaces defective parts.
- Performs routine and scheduled maintenance services according to manufacturer's specifications. Maintains inventory and restocks parts. May respond to road calls.
- Maintains records of repairs and preventative maintenance
- Perform other duties as assigned

KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of the care, operation and maintenance of gasoline and diesel engines
- Knowledge of the methods, materials, tools and equipment used in the repair of such engines
- Ability to detect mechanical defects in engine and repair of such engines
- Ability to operate and drive vehicle such as cars, pick-up trucks, etc
- Ability to establish good working relationship especially with other VIPA personnel and the general public
- Ability to operate and drive vehicles such as cars, pick-up trucks etc.
- Ability to understand and follow verbal and written instructions.

- Ability to troubleshoot and repair problems of general and advanced nature.
- Ability to perform tasks requiring heavy physical effort occasionally in inclement weather.
- Knowledge of tools, equipment, materials, methods, and practices of engine repair, mechanical and electrical systems and maintenance.
- Ability to work in safe and efficient manner.

MINIMUM REQUIREMENTS:

Education: High school diploma or GED.

Experience: Three years experience in diesel engine in the operation, repairing and maintenance of gasoline and diesel engines

Certifications/Licenses: • ASE Certified