



## **VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION**

***INTERNAL/EXTERNAL ANNOUNCEMENT  
October 3, 2017***

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

| <b>POSITION</b>            | <b>GRADE</b>  | <b>SALARY</b>                  | <b>LOCATION</b>       |
|----------------------------|---------------|--------------------------------|-----------------------|
| <b>(1) Airport Manager</b> | <b>MS-07</b>  | <b>\$77,710.00-\$84,051.00</b> | <b>HERA – STX</b>     |
| <b>(1) Custodian</b>       | <b>AGS-01</b> | <b>\$20,528.54</b>             | <b>HERA – STX</b>     |
| <b>(1) Custodian</b>       | <b>AGS-01</b> | <b>\$20,528.54</b>             | <b>Red Hook – STT</b> |

**Applications must be submitted to the Human Resources Division no later than Wednesday, October 18, 2017.**

**Job descriptions attached.**

**Valcina Quashie  
Labor Relations Administrator**

VQ/kl

**VIRGIN ISLANDS PORT AUTHORITY**  
**AIRPORT MANAGER**

REPORTS TO: Executive Director

SUPERVISES: Office Manager  
Chief ARFF Operations  
Airport Operations Supervisor

**BASIC DUTIES:**

Assist the Executive Director in developing objectives and formulating policies or desirable changes in policies for achieving them as they relate to further developing VIPA's Aviation product.

Supervises assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities.

Direct and supervise the operations of the airport including its terminal, cargo and other buildings within the airport boundaries having a direct involvement with aviation activities, parking places, runways, taxiways and aprons, and the aircraft ramp operations. This also includes the supervision of the Airport Rescue Firefighter station activities, custodial activities, and the coordination of maintenance activities in close relationship with the Director of Engineering and Maintenance.

See that airport operations comply with all applicable rules and regulations of Federal Aviation Administration (FAA), Transportation Security Administration (TSA) and all other government agencies having jurisdiction over aviation activities, and maintain close liaison with their officers.

Supervise and submit reports to the Executive Director on the performance of the Fixed Based Operators (FBO), and see that the best quality of services is rendered to users, and that these are in accordance with the contract terms and conditions. Additionally, ensure that such FBO tenants are in compliance with the applicable sections of the Code of Federal Regulations (CFR) Part 139.

Prepare annual and Capital Budget and submit to Executive Director and Chief Financial Officer. Prepare and submit Capital Expenditure Requests to Executive Director for his approval, before the dates specified in the Capital Expenditures Procedures.

Prepares and submits a proposed quarterly and yearly budget of each of the activities in his area, with the managers under his supervision. Render modifications and recommendations, as he deems appropriate to the Chief Financial Officer and Executive Director.

Obtain and evaluate information on general and specific economics and business conditions as a guide for the Authority's operations, and to keep the Executive Director advised.

With managers under his/her supervision, develop emergency plans designed to cope with possible emergencies in the area, including hurricanes, floods, earthquakes, or any natural or man-made hurricanes, floods, earthquakes, or any natural or man-made eventuality. This should include liaison with the Virgin Islands Territorial Emergency Management Agency (VITEMA) and other agencies that deals with these situations.

Promote and develop ideas for capital expenditures and improvements, and prepare recommended Capital Expenditures Requests, within the recommendations of the Director of Engineering and Maintenance.

Develop, and maintain current, a list of all tenants or third parties utilizing the facilities under his/her supervision, including lease particulars, charges, dates, conditions, terms, etc., and see that tenants abide by the conditions stipulated in their lease and/or agreements. Inform tenants and his supervisor of any violations to the lease condition, terms, etc. Requests and receive from these parties their required reports and submit to the Controller for statistical and/or billing purposes. Develop and maintain close relationship with tenants and answer inquires and complaints.

Develop maintenance requirements, priorities and special problem areas with the Director of Engineering and Maintenance for inclusion in maintenance schedules.

Aid the Director of Engineering and Maintenance in conducting the inspection program, and stimulate interest of tenants in maintaining their respective areas in harmony with the island's natural beauty.

Ensure the airport is in compliance with CFR Part 139 and ensure passage of the airport's Annual Certification Inspection.

Performs such other duties as determined by the Executive Director.

#### DESIRABLE KNOWLEDGE, EXPERIENCES, AND SKILLS

Thorough knowledge of the Insular and Federal Laws, Rules and Regulations governing operation of the Airport, and of the departmental policies related thereto.

Thorough knowledge of the fundamental principles of public administration, including purchasing, office management, account controls and general budgetary and fiscal practices.

Demonstrated experience to organize, allocate and review the work of a staff of clerical, semi-skilled personnel assigned to the airport.

Demonstrated experience to analyze the operations of the airport and to recommend methods and procedures for improving the service.

Demonstrated experience to develop general assignments into specific results by organization of material and independent development of procedures, and to train subordinates in such procedures.

Demonstrated experience to prepare complex reports on operations, and to prepare budget estimates for operating the unit.

Demonstrated experience to operate and present reports using Microsoft Office computer systems.

Demonstrated experience to establish and maintain effective working relationships with airline employees and officials, co-workers and all other persons contacted in the course of the work.

Ability to express oneself clearly and concisely, verbally and in writing

#### REQUIRED EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university; preferable Master Degree; major work, preferable in Aviation Administration, Business Administration or Public Administration.

Must have experience in Aviation Management, Engineering, or other related field, and three to five years of related experience.

# CUSTODIAN

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

- An employee in this class under the immediate supervision of Supervisor of custodial Services, performs such duties as replacing light bulbs, carrying and distributing heavy and bulky office supplies, and moving and relocation of office equipment and furniture, sweeps, mops, scrubs and polishes floors in offices and other building as directed.
- Washes windows, walls, woodwork and cleans bathrooms and lavatory facilities as directed.
- Empties wastepaper baskets, opens and closes building, fills water cooler and clean desks and other office equipment. May be required to perform messengerial duties.
- Must speak English
- Give travelers simple information and directions concerning the terminal and its facilities
- Performs other related work as required

## DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Some knowledge of the materials, equipment and methods commonly used in cleaning duties
- Ability to follow simple oral and written directions
- Ability to work long hours while standing and to perform moderate heavy cleaning
- Ability to establish and maintain effective working relationships with coworkers and all other persons contacted in the course of the work
- Physical strength to perform in variety of manual tasks in the care cleaning and general maintenance of offices and rest rooms

## REQUIREMENTS

### Education and Experience

Must have a high school diploma.