



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

***INTERNAL/EXTERNAL ANNOUNCEMENT  
July 14, 2017***

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

| <b>POSITION</b> | <b>GRADE</b> | <b>SALARY</b> | <b>LOCATION</b> |
|-----------------|--------------|---------------|-----------------|
| (1) Custodian   | AGS-01       | \$20,528.54   | HERA- STX       |

**Applications must be submitted to the Human Resources Division no later Than Friday, July 28, 2017.**

**Job description attached.**

**Valcina Quashie  
Labor Relations Administrator**

VQ/kl

## **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 car cleaning and general maintenance of offices and rest rooms

### REQUIREMENTS

#### Education and Experience

Must have a high school diploma.