



## VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

**INTERNAL/EXTERNAL ANNOUNCEMENT**  
**June 27, 2018**

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>
<b>(1) Senior Carpenter</b>	<b>MGS-15</b>	<b>\$27,014.15</b>	<b>Marine – STJ</b>

Applications must be submitted to the Human Resources Division no later than Friday, July 13, 2018.

Job description attached.

**Desserie Harrigan**  
**Acting Human Resources Manager**

DH/kl

**SENIOR CARPENTER  
VIRGIN ISLANDS PORT AUTHORITY**

**DEFINITION**

This is lead skilled level work in the maintenance, repair, alterations, and construction of facilities, buildings, structures, and equipment. An employee in this class under the supervision of the Manager and Supervisors works as lead but is also required to perform independently in accordance with standard established rules and practices of the trade. Acts as lead worker to a group of skilled, semi-skilled and unskilled workers such as carpenters, trade helpers, general maintenance workers, laborer, etc. Maintains reports of materials used and keeps time records. Work requires the use of both hand and power tools, and assignments are received by written or oral instruction, accompanied or supplemented by sketches and blueprints if necessary. Reviews work to be accomplished, establishes priorities where necessary, and assigns jobs to crew members. Assist with the evaluation and report performance of subordinate crew members to the Manager and Supervisors.

**EXAMPLES OF WORK (NOT ALL INCLUSIVE)**

Performs as lead worker for a variety of jobs involving a combination of skills in carpentry, painting, and masonry trades.

Performs lead skill work in construction, maintenance, repair and alterations of structures, buildings, and a variety of other articles, such as piers, buildings, floors, roofs, stairways, partitions, doors, windows, screens, wooden fixtures, and furniture.

This work includes the repair of window frames, walls, ceilings, cabinets, tables, benches, counters, and other wooden equipment. An employee in this class also construct wooden forms and scaffolding and may cut glass and replace broken glass in windows, storefronts, etc.

Performs skilled benchwork in the carpenter shop operating power saws, planers, drills, and other standard carpenter tools and power drill or wood-working equipment.

Responsible for performing a variety of small paint jobs independently. Assists the painters in the painting and/or repair of structures, buildings, and equipment.

Performs shop and field inspections of work in progress and completed jobs and reviews work to be accomplished and establishes job priorities.

Performs other related work as required.

## REQUIREMENTS

### Education and Experience

Five years training or experience at the skilled carpenter level in performing a variety of carpentry and masonry work.. Two years experience of occasional supervision of a small group of skilled or unskilled workers on carpentry projects.

Preferred High School Diploma or equivalent (GED).

### Knowledge, skills, and abilities

Knowledge of the standard methods, materials, tools, and equipment the carpentry trade.

Knowledge of the occupational hazards and safety precautions to be taken in the carpentry trade and construction sites.

Knowledge of qualities and uses of various material used on construction, maintenance, and repair work to structures, buildings, and equipment.

Skilled in the use and care of the tools, materials, and equipment of the carpentry trade.

Ability to work from sketches, diagrams and blueprints and to understand and carry out oral and written instructions.

Ability to make time material and cost estimates of installations, construction and repair jobs.

Ability to maintain routine reports of work performed and other related documents and do work related paper work.

Ability to work long hours standing and do manual work.. Ability to work at heights on scaffolds, ladders, etc.

Good health and physical agility sufficient to climb poles, ladders, etc.

Ability to establish and maintain effective working relationships with co-workers and all other persons contacted during the course of the work.