



VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

INTERNAL/EXTERNAL ANNOUNCEMENT

June 22, 2018

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) Maintenance Manager (Temporary) | MU-07 | \$69,083.79 | Maintenance – STT |
| (1) LEO (K-9) (Internal Only) | LMS-02 | \$30,000.00 | Safety & Security– STT |
| (1) Security Monitor | AGS-10 | \$26,785.09 | Safety & Security– STT |
| (1) Custodian Supervisor | AGS-12 | \$28,416.30 | Aviation - STX |

Applications must be submitted to the Human Resources Division no later than Wednesday, July 11, 2018.

Job descriptions attached.

Desserie Harrigan
Acting Human Resources Manager

DH/ki

MAINTENANCE MANAGER - STT

GENERAL STATEMENT OF DUTIES

Plans, directs, supervises, organizes and controls all property maintenance activities for VIPA properties on St. Thomas and St. John. Directs maintenance purchasing and inventory activities

BASIC DUTIES

Provides day-to-day supervision of all maintenance work completed on VIPA properties for which he is responsible. Delegates maintenance and supervisory tasks as appropriate, schedules work, and monitors performance. Coordinates work by maintenance divisions and outside contractors. Holds staff meetings as necessary.

With input of key maintenance staff and other VIPA staff, prepares and regularly updates maintenance plans, and strategies for VIPA properties for which he is responsible.

With input from staff, formulates maintenance policies, procedures, budgets and staffing assignments to implement plans and strategies

Meets regularly with Maintenance Supervisors and other VIPA maintenance supervisory staff to ensure coordination of all maintenance work

Conducts daily “windshield” tours of properties, and visits sites to inspect work in progress

Recommends use of outside contractors to the Director of Operations, and review and approves requisitions for contracted maintenance services within the confines of the approved budget and procurement policy

Provides input to the Director of Operations on overall property management activities, plans, policies, procedures, and financial management.

Maintains efficient and accountable maintenance supply purchasing and inventory systems and procedures in accordance with VIPA established rules and regulations

Approves, reviews or monitors purchases of materials and services by Maintenance Supervisors according to VIPA policies

Conducts performance reviews of subordinates

Takes personnel actions as required in accordance with VIPA personnel rules and regulations and collective Bargaining Agreements

Is available for work beyond regular working hours as required

Performs other duties assigned

KNOWLEDGE, ABILITIES, AND SKILLS

Ability to plan, assign and direct the activities of technical and supervisory personnel engaged in a variety of plant maintenance functions

Ability to inspect, review and recommend changes in plant maintenance policies and procedures

Ability to direct the preparation of and to review detailed records and reports relating to power generations

Ability to deal effectively and courteously with employees, colleagues and the general public

Ability to effectively lead and supervise professional, supervisory and technical personnel

Ability to read and interpret and work from complex blueprints and specifications

MINIMUM QUALIFICATIONS REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's Degree in electrical or mechanical engineering and ten years of progressively responsible experience in the maintenance and operation of diesel electric and HVAC Systems, three years of which must have been on a plant maintenance level or higher; or an equivalent combination of education of education and experience

VIPA LAW ENFORCEMENT OFFICER (K9)

EXAMPLES OF WORK:

Work involves responsibility for the performance of a variety of assigned task in the maintenance of order and the protection of life and property on Port Authority Property and facilities. Employees in this classification are required to provided 24/7 care of Canine, monitor and enforce maintenance of laws, rules and/or regulations in accordance with established territorial and applicable Federal Statues. The nature of work requires that employees in this classification exercise judgment in enforcement of law. Demonstrate a courteous, firm and impartial demeanor when dealing with the public as well as be motivated with a strong independence to grasp new ideas quickly.

ESSENTIAL JOB FUNCTIONS (Not all inclusive)

1. Incident Evaluation
Responds to call for assistance or service on Port Authority property and facilities, obtaining appropriate information; determine whether incident is a civil Performs investigate procedure and necessary assistance; search places and things, protects life and property; preserves evidence and personal property.
2. Investigate Procedure
Gathers information through interview, interrogation, and personal observation techniques, collects and preserves evidence.
3. Arrest/Detain/Search
Within mandates of applicable law arrest and/or detains suspects restrain and/or subdues persons when necessary. Affects physical arrest or searching of people; appropriate use of force in compliance of governing statue and agency policy.
4. Officer Safety
Applies appropriate safety precautions and procedures in performance of duties. Applies such requirement in potentially dangerous and/or hazardous situations. Maintains awareness of own location and location of other officers.
5. Public Interaction
Provide assistance and information; explains procedures, policy, laws, reviews complaints. Advises violators, mediates disputes, comfort victims and control crowds.
6. Reporting
Provides oral and written reports to supervisors, and appropriate agencies. Issues citations and summons, takes statements from victims and/or witnesses, completes general paper work generated by assignment.

VIPA Law Enforcement Officer (K9)

-2-

7. Legal Knowledge

Demonstrates working knowledge of codes, laws, regulation and legal procedure (i.e. accurately detects crimes and violations and applies appropriate codes, laws or regulations). Complies with statutory requirements when making arrest, conducting searches and obtaining evidence. Writes reports that include all necessary legal elements.

8. Knowledge of Agency Policy & Procedures

Demonstrates working knowledge of agency policy, regulation and procedure (i.e.: ability to verbalize and apply them appropriately).

9. Patrol

Through implementation of working knowledge of procedures and techniques gained through training, education and experience; performs patrol of agency property and facilities, monitors security check points and passenger screening procedures, responds to calls or assistance or service on Port Authority Property and Facilities.

10. K9

Monitor and investigate suspicious activity and hazardous conditions in assigned patrol areas. Provide public safety by maintaining order, responding to emergencies, enforcing motor vehicle regulations, and directing traffic flow. Inspect public places such as airports, train terminals, office buildings, and border areas to detect the presence of illegal substances, explosive materials hidden bodies, and contraband.

QUALIFICATIONS

- Current VIPA Law Enforcement Officer
- Satisfactory performance evaluation (most recent)
- Be in excellent physical and mental condition
- Have no criminal record
- Have a valid Virgin Islands Driver's License
- Must be able to work rotating shifts, Saturdays, Sundays, and Holidays
- Residence must be able to accommodate a kennel

AIRPORT SECURITY MONITOR – GRADE 10

REPORTS TO: Chief LEO – Safety & Security

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

- An employee in this class under general supervision, performs complex clerical work requiring substantial use of a computer system, and is required to make independent work decisions. Will be required to work on a rotating shift.
- Monitors the airport automated access control system for compliance with FAR 107.14, as well as VIPA's airport security program. Will be required to prepare daily reports depicting activity during each shift. Said report to include any and all irregularities and/or unauthorized breaches in secured areas. Notifies the Safety and Security Officer and/or Airport Manager of any suspected situation that may affect the security of the airport.
- May be required as the need arises, to assist in the production and issuance of computer generated access control cards.
- Maintain related records and logs.
- Operate complex computer system, data entry and typing.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Thorough knowledge of modern office practices and procedures
- Ability to make work decisions in accordance with rules, regulations, and departmental policies and procedures
- Ability to understand and follow complex oral and written instructions
- Ability to make computations and tabulations with accuracy

DESIRABLE EXPERIENCE AND TRAINING

Graduation from a standard high school or recognized General Equivalency Diploma (GED) program: Computer literacy **a must**.

SUPERVISOR OF CUSTODIAL SERVICES

CLASS SPECIFICATION:

This is semi-skilled work, with supervisory responsibility in cleaning all Port Authority premises in St. Thomas and St. Croix. Virgin Islands.

An employee in this class is responsible for the supervision of custodians on a shift basis for custodial work on Port Authority buildings and offices.

Assignments are received from the Airport Manager or designee, and performed with little immediate direction.

EXAMPLES OF WORK:

These examples are not intended to include all possible assignments to employees in this class.

· Supervise and gives routine instructions for custodial workers to:

Mop, sweep, scrub and polish floors.

Wash walls, windows and woodwork.

Move, arrange, dust and polish furniture and equipment.

Rake, remove rubbish and sweep walks.

Replace light bulbs, deliver supplies and run errands.

Prepares work schedule, subject to approval by the Airport Manager or designee.
Prepare Performance Evaluation Report, for review by Airport Manager or designee. Performs related clerical work as required.

REQUIREMENTS:

Education and experience

Completion of the twelveth school grade or G.E.D., five years (5) experience performing janitorial duties, including some experience as a lead worker or supervisor.

Knowledge, skills and abilities

Ability to understand and follow simple oral and written instructions.

Ability to make assignments and supervise a group of Custodians.

Ability to get along with others.

Skilled in the use of cleaning equipment.

Good physical condition.

Ability to read and write.