



VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

INTERNAL ANNOUNCEMENT for VIPA ARFFs ONLY

January 19, 2018

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

POSITION	GRADE	SALARY	LOCATION
(1) ARFF Chief	MS-06	\$61,681.96	ARFF - STT

Applications must be submitted to the Human Resources Division no later than Monday, February 5, 2018.

Job description attached.

Valcina Quashie
Labor Relations Administrator

VQ/ki

VIRGIN ISLANDS PORT AUTHORITY

CHIEF -ARFF

PRIMARY DUTIES:

An Employee in this class is primarily responsible for the day to day ARFF Operations, directing activities at the scene of a fire, administering, updating and conduction of ongoing training activities for ARFF personnel and Supervising and administering ramp and security operations. Work is performed within the framework of the authority's policies, rules and regulations and applicable FAA guidelines, but an employee is expected to use initiative, judgment and acquired training and experience in performing the administrative and technical aspects of the work.

EXAMPLES OF WORK:

Plans, organizes, and directs the Airport Rescue and Firefighting services at the Cyril E. King Airport.

Assume overall responsibility for directing Airport Rescue and Fire Fighting activities.

Plans and conducts training programs for orienting new employees and for increasing the preparation of proficiency of other employees of the ARFF department.

Requisition supplies and equipment for use by the ARFF Department.

Recommend to the Airport Manager changes in policies, rules and regulations as they relate to the ARFF operations.

Assist in the preparation of budget for the ARFF Department.

Prepare periodic reports covering activities of the ARFF Department.

Performs other related work as required.

KNOWLEDGE, ABILITIES AND SKILLS:

- Considerable knowledge of the theory, procedures, techniques and practices for fighting a variety of types of fires.
- Thorough knowledge of the policies, laws, rules and regulations governing fire prevention in the Virgin Islands.

- Knowledge of the modern theory, principles and techniques of public administration.
- Ability to analyze and evaluate fire prevention and firefighting services and activities and to make or recommend revision and other changes designed to increase efficiency and effectiveness.
- Ability to assign and supervise the work of personnel assigned to the Fire Division.
- Ability to train subordinate personnel in proper performance of their work.
- Ability to think and react quickly and calmly at the scene of a fire in order to make decisions resulting in bringing the fire under control.
- Ability to secure the confidence, cooperation and effective performance of subordinates, and to establish and maintain effective working relationships with the general public and all other persons contacted during the course of the work.
- Ability to speak and write clearly and concisely.

EDUCATION AND EXPERIENCE:

Graduation from a recognized college or university, preferably supplemented by an officer's training course in firefighting.

Three (3) years of administrative experience including two (2) years of supervisory experience in a fire department. OR

Completion of the twelfth school grade preferably supplemented by an officers training course in firefighting, and ten (10) years of progressively supervisory and administrative experience including or supplemented by two (2) years of supervisory experience in a fire department.

Any equivalent combination of the above training and experience providing that such combination does not go below the twelfth (12) grade.