



VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

INTERNAL/EXTERNAL ANNOUNCEMENT
January 19, 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) Storekeeper	AGS-09	\$26,004.94	Purchasing – STT
(1) Laborer	AGS-01	\$20,528.54	Maintenance – STX

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

Job descriptions attached.

Valcina Quashie
Labor Relations Administrator

VQ/ki

VIRGIN ISLANDS PORT AUTHORITY STOREKEEPER

REPORTS TO: Purchasing Supervisor

BASIC DUTIES:

Receive, store, safeguard, and issue all materials and supplies acquired by the Port Authority. Keep records necessary for recording the receipt, inventory and issuance of materials and supplies. Inspect all material, and initiate claims to vendors for defective or damaged merchandise by informing discrepancies to the Purchasing Supervisor. Notify user departments of all defective merchandise and document findings. Maintain a log of stock items re-order points and levels.

Receive shipments and provide notification of all discrepancies to Vendors. Prepare all items for return shipments and coordinate returns with vendors and Dispatcher, Process, deliver and close out all Stock Sales Requisitions in VIPA ERP system to ensure goods are delivered timely. Receive goods, supplies, and equipment from suppliers. Work closely with Dispatcher to ensure goods are re-stocked and delivered to user departments timely.

Create and process purchase orders (PO) in VIPA's ERP system for stock and non-stock items. Process all necessary paperwork/documentation, such as invoices, receipts, signed POs to ensure prompt payment to vendors. Maintain a log of stock item re-order points and levels. Conduct periodic inventories of materials and supplies.

Maintain the storeroom, and keep materials and supplies neatly arranged. Participate in Purchasing's Cycle Counts and Year-End Physical Inventory Counts and reconciliation of stock variances. Make deliveries and pick-ups in the absence of the Dispatcher as directed by Purchasing Supervisor.

Perform such other duties as determined by supervisor.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Thorough knowledge of stock keeping and shipping methods and practices;
- Considerable knowledge of the types of materials, supplies, and equipment stored in a warehouse.
- Considerable knowledge of modern office practice and procedures as they apply to stock keeping and inventorying activities;
- Some knowledge of the functions, organization, and material requirements of the facilities concerned and of requisitioning and purchasing procedures;

- Ability to plan, assign, and supervise the work of clerical, and unskilled subordinates;
- Ability to establish and maintain effective working relationships with other employees and subordinates;
- Ability to maintain inventory records and to prepare stock reports;
- Ability to make mathematical computations with speed and accuracy;
- Physical strength and agility to lift and move heavy and bulky supplies;
- Knowledge of Microsoft Office; and
- Must have a valid V.I. Driver's License.

DESIRABLE EXPERIENCE AND TRAINING

Two (2) years of progressively responsible clerical experience, preferably including processing requisitions or receiving supplies; and completion of the twelfth grade including or supplemented by courses in office practice.

LABORER

KIND OF WORK

Routine, semi-skilled manual labor and assisting in the performance of skilled work when necessary

DISTINGUISHING FEATURES OF CLASS

Employees of this class perform a wide variety of light and heavy manual labor not requiring a high degree of manipulative skill or previous experience. As work experience is gained, employees may be required to work with a minimum of immediate or constant supervision. Work is usually reviewed by a Labor Foreman or Maintenance Foreman, although constant supervision is not necessary for routine and repetitive tasks.

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

An employee in this class under the supervision of a Labor Foreman performs a wide variety of routine light and heavy semi-skilled manual labor not requiring a high degree of manipulative skill or previous experience

Operates power mow or mow lawns and fields or airport and other facilities

Cleans runway, drain ditches, catch basin, and drains

Performs heavy manual labor in repairing and maintaining piers and docks, such as installing heavy timbers planks and braces. Performs manual work in the construction repair and maintenance of buildings and other facilities, and may do manual work in a stockroom or clean tools and equipment in an automotive shop.

May remove garbage from streets and other Port Authority premises as directed

DESIRABLE EXPERIENCE AND TRAINING

- Ability to read and write

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Ability to understand and follow specific oral and written instructions
- Good physical condition, and the ability to perform heavy manual labor