



# VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

**INTERNAL/EXTERNAL ANNOUNCEMENT**  
**May 14, 2018**

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

<b>POSITION</b>	<b>GRADE</b>	<b>SALARY</b>	<b>LOCATION</b>
(1) Custodian	MGS-01	\$20,528.54	Red Hook – STT
(4) Law Enforcement Officer	LMS-01	\$28,500.00	Safety and Security – STT

Applications must be submitted to the Human Resources Division no later than Monday, May 29, 2018.

Job descriptions attached.

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

DH/kl

# CUSTODIAN

## KIND OF WORK:

This position requires shift work.

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 care cleaning and general maintenance of offices and rest rooms

## REQUIREMENTS

### Education and Experience

Must have a high school diploma.

Must have a valid Virgin Islands Driver's License.

## VIPA LAW ENFORCEMENT OFFICER

EXAMPLES OF WORK: (These examples are not identified to include all possible assignments to an employee of this class).

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 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.

### ESSENTIAL JOB FUNCTIONS

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.

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.

#### MINIMUM QUALIFICATIONS

- Applicant must be U.S. or Naturalized Citizen
- Not less than 20 years or more than 35 years of age
- Must pass entry level written exam and physical agility test
- Have High School Diploma or GED equivalency and transcript
- Be in excellent physical and mental condition
- Certification from certified physician as to physical fitness, inclusive of 20/20 vision or correctable lenses
- Have no criminal record
- Must be drug free
- Successful completion of entry level training program
- Must pass psychological assessment
- Have a valid Virgin Islands Drivers License
- Must be able to work rotating shifts, Saturdays, Sundays, and Holidays