



VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

INTERNAL/EXTERNAL ANNOUNCEMENT

June 28, 2018

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

<u>POSITION</u>	<u>GRADE</u>	<u>SALARY</u>	<u>LOCATION</u>
(1) Maintenance Manager	MU-07	\$69,083.79	Maintenance – STX
(1) Crew Chief (Internal Only)	MU-02	\$39,200.00	ARFF - STT

Applications must be submitted to the Human Resources Division no later than Monday, July 16, 2018.

Job description attached.

Desserie Harrigan
Acting Human Resources Manager

DH/kl

**VIRGIN ISLANDS PORT AUTHORITY
MAINTENANCE MANAGER - STX**

GENERAL STATEMENT OF DUTIES

Plans, directs, supervises, organizes and controls all property maintenance activities for VIPA properties on St. Croix. 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 Asst. 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 Asst. Executive Director, and review and approves requisitions for contracted maintenance services within the confines of the approved budget and procurement policy

Provides input to the Asst. Executive Director 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 Asst. 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

ARFF CREW CHIEF

KIND OF WORK

Supervisory work in charge of a shift of Airport Firefighters

DISTINGUISHING FEATURES OF CLASS

An employee in this class is responsible for operation of an Airport Fire Station during an assigned rotating duty shift. Work includes taking charge of emergencies occurring during the shift, as well as assigning, supervising, and participating in normal house-keeping duties at the station; and also requires that the employee always be alert for safety hazards so as to take immediate corrective action. Work may involve considerable physical exertion and possible hazard to personnel health and safety, especially when engaged in actual firefighting activities. General and technical supervision is received from the Chief of ARFF, but the employee is expected to use acquired training and experience in operating station during the duty tour.

EXAMPLES OF WORK: (These examples are not intended to include possible assignments to employees in this class.)

Assigns and supervises the work of a firefighting crew during an assigned tour of duty at an Airport Fire Station.

Supervise the collection of landing and parking fees, maintain records and accounts for cash collected.

Participates in training programs for orienting new firefighters and for improving techniques of the crews.

Takes charge of fire occurring on the premises during the duty shifts, operation equipment when necessary and otherwise taking measures which is necessary for the safety of passengers, equipment, premises and property.

Assigns and participates when necessary, housekeeping activities such as cleaning of the station, and cleaning and minor repair of equipment.

Supervises such airport maintenance activities as turning on and off of runway lights, and reporting malfunctions and enforcing ramp clearance and parking regulations and procedures.

Performs a variety of work that is similar, if not identical, to that of Airport Rescue Firefighter when necessary.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of the methods, procedures, and techniques of firefighting and fire prevention
- Knowledge of the hazards involved, and of the methods of avoiding or minimizing them
- Knowledge of the principles of First Responder (EMS) and CPR
- Physical strength and agility

DESIRABLE EXPERIENCE AND TRAINING

- Completion of the twelfth grade, and three years of experience as a firefighter
- Military experience preferable