



VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

INTERNAL/EXTERNAL ANNOUNCEMENT

October 10, 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 Supervisor	MU-04	\$49,172.48	Maintenance – STX
(1) Administrative Officer	AGS-18	\$33,930.55	Maintenance – STX
(1) Licensed Plumber	AGS-16	\$31,982.80	Maintenance – STX

Applications must be submitted to the Human Resources Division no later than Wednesday, October 24, 2018.

Job descriptions attached.

Desserie Harrigan
Acting Human Resources Manager

DH/kl

MAINTENANCE SUPERVISOR

REPORTS TO: Executive Director

SUPERVISES: Maintenance Area Foreman – St. Thomas
Maintenance Area Foreman – St. Croix

BASIC DUTIES

Assume primary responsibility for proper completion of jobs initiated within the Authority as outlined on drawings, sketches or verbal communication

Supervise area foreman

Prepare and develop a preventive maintenance program and supervise its execution.

Prepare and develop maintenance and construction sequence plan

Receive requests of maintenance services from division supervisors

With area foreman, make a physical inspection of facilities or equipment to be repaired, or requiring maintenance, and make estimates of the cost of labor and materials required. If estimated that the total cost will exceed \$10,000, approval should be obtained by the Assistant Executive Director – Engineering. If total cost is estimated to be under \$10,000 forward request and estimate to Job Order Clerk. Include in estimate any remarks concerning availability of labor force and materials

Receive Part 2 of Job Order (VIPA Form JO-01) supporting documents form Job Order Clerk, and forward to Foreman supervising the job

Submit regular periodic progress reports on jobs in process and final reports on completed projects.

Provide maintenance budget items and control labor and materials budget

Recommend revisions in methods, procedures, or equipment to reduce costs or improve quality.

Investigate and solve maintenance or construction problems arising in assigned jobs

Cooperate with outside contractors and firms on assigned projects

See that all safety precautions are observed in the maintenance area

Cooperate with and make use of the engineering staff when required

Familiarize new employees with maintenance operations and procedures.

Perform such other duties as determined by his supervisor

ACTIVITIES SUPERVISED

Maintaining in good operating condition all Port Authority's machinery, power units, automotive equipment, buildings, grounds and other structures.

Performing construction jobs when assigned

Performing special maintenance or related assignments in all areas

DESIRABLE EXPERIENCE AND SKILLS

Degree in civil engineering, building maintenance, or equivalent

Four years of working experience in the field of building construction and/or housing maintenance service or an equivalent combination experience and education

Personnel handling. Ability to supervise. Managerial skills. Effective communications. Possess a valid V.I. driver's license.

VIRGIN ISLANDS PORT AUTHORITY ADMINISTRATIVE OFFICER

KIND OF WORK:

Responsible for administrative and secretarial work of the department.

EXAMPLE OF WORK:

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

Prepares budget estimates of funds needed by the organizational unit, suggesting needs for additional equipment, supplies, or personnel; drafts appropriate justifications therefor; and ensures proper duplication and assembly of the departmental budget estimates.

Recommends deletion or postponement of proposed expenditures and payment for goods and services received.

Acts as departmental fiscal officer in ensuring compliance with the laws, rules, and policies governing budgetary and fiscal matters, recommending when certain expenditures should be made, and informing on the availability of unexpected funds to avoid overspending.

Handles personnel matters in a small or non-technical departments, in such matters as employee records, pay administration, recruitment, position classification, training and other related aspects of personnel administration; and collaborates with central personnel department.

Prepares routine correspondence for signature of higher level administrators.

Prepares drafts of annual and other reports on the operations of a unit group of small units for use by higher level department officials.

Performs other related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

Must be computer literate.

Considerable knowledge of general theory and principals of building, general procurement and supply, personnel administration, and decision making in public and administration.

Knowledge of laws, rules, and policies relating to general public administration and special enabling legislation applicable to the department in which employed.

Ability to interpret and understand complex procedural and general administrative legislation, rules, and policies and apply them to a wide variety of problems for recommending courses of action.

Ability to translate general administrative instructions into specific action for purposes of developing departmental management procedures and for coordination general administration in the department.

Ability to speak and write clearly, draft written correspondence, regulations, and procedures from general instructions, and to prepare complex and difficult reports or completed management endeavors.

Ability to assign work and to supervise a staff of clerical personnel.

Ability to take dictation via shorthand and transcribe same.

DESIRABLE EXPERIENCE AND TRAINING:

Graduation from a recognized college or university, with major work in business administration or any other closely related field and two (2) years of administrative experience including at least one which involved collection and assorting information and facts, and recommending administrative or management decisions and being accountable for such decisions.

Graduate study in the desirable system may be substituted on a one-to-one year ratio for two (2) years of experience.

Or any combination of the above wherein qualifying experience is substituted for the required college training on a one and one-half to one year ratio always provided that the substitution does not go below two (2) years of college training.

PLUMBER

KIND OF WORK:

Skilled work installing, maintaining and repairing water distribution and sewage disposal systems, and sanitary facilities.

DISTINGUISHING FEATURES OF CLASS:

An employee in this class is responsible of the maintenance and repair of salt and fresh water distribution lines, sewage disposal lines, and the sanitary facilities located in public property. Assignments are received verbally and may be accompanied or supplemented by sketched or blue prints. General supervision is received from a division head, but employee work with considerable technical independence, requiring direction only in cases presenting unusual problems or requiring major deviations from original instructions. Administrative or technical superiors review work during or upon completion to the job for compliance with instructions and for conformity to established standards of maintenance, installation or repair.

EXAMPLES OF WORK

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

Installs, maintains, and repairs salt water flushing systems and sewage disposal lines, and necessary connections, valves and outlets.

Inspect lines for leaks of breaks, and repairs connections and broken lines, or cuts off water pending repair by property owners.

Connect property distribution lines into main sewer or water lines.

Installs faucets, valves, washbowls, and other water and sanitary facilities.

Cleans choked sewer lines and lays water distribution pipes.

Replaces broken fixtures and pipes; threads and cuts pipe and makes necessary connections.

Performs other related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the methods, materials, tools and equipment used in the plumbing trade.

Knowledge of the occupational hazards and safety precautions to be taken in the plumbing trade.

Knowledge of plumbing fixtures, materials and tools and their storability and use for different types of work.

Some knowledge of hydraulics as it relates to pipe sizes, pressures and flow rates.

Ability to read and interpret blueprints and sketches and to work from oral and written instructions

Ability to make time, material, and cost estimates of small plumbing installation and repair jobs.

Ability to keep routine records and prepare reports.

Skill in the use and care of tools, materials, and equipment of the plumbing trade.

DESIRABLE EXPERIENCE AND TRAINING:

Five years experience in the installation, repairs, and maintenance of a variety of plumbing systems

Completion of the 12th school grade

DESIRABLE SPECIAL QUALIFICATION

Possession of a current Plumber' License valid in the Virgin Islands.