



VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

INTERNAL/EXTERNAL ANNOUNCEMENT
September 25, 2018

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

POSITION	GRADE	SALARY	LOCATION
(2) Custodian	AGS-01	\$21,840.00	HERA – STX
(2) Custodial Supervisor	AGS-12	\$28,416.30	Aviation – STT
(1) Administrative Secretary	AGS-13	\$29,268.27	Aviation – STT

Applications must be submitted to the Human Resources Division no later than Wednesday, October 10, 2018.

Job descriptions attached.

Desserie Harrigan
Acting Human Resources Manager

DH/ki

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.

SUPERVISOR OF CUSTODIAL SERVICES

CLASS SPECIFICATION:

This is semi-skilled work, with supervisory responsibility in cleaning all Port Authority premises in St. Thomas and St. Croix. Virgin Islands.

An employee in this class is responsible for the supervision of custodians on a shift basis for custodial work on Port Authority buildings and offices.

Assignments are received from the Airport Manager or designee, and performed with little immediate direction.

EXAMPLES OF WORK:

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

· Supervise and gives routine instructions for custodial workers to:

Mop, sweep, scrub and polish floors.

Wash walls, windows and woodwork.

Move, arrange, dust and polish furniture and equipment.

Rake, remove rubbish and sweep walks.

Replace light bulbs, deliver supplies and run errands.

Prepares work schedule, subject to approval by the Airport Manager or designee.
Prepare Performance Evaluation Report, for review by Airport Manager or designee. Performs related clerical work as required.

REQUIREMENTS:

Education and experience

Completion of the twelveth school grade or G.E.D., five years (5) experience performing janitorial duties, including some experience as a lead worker or supervisor.

Knowledge, skills and abilities

Ability to understand and follow simple oral and written instructions.

Ability to make assignments and supervise a group of Custodians.

Ability to get along with others.

Skilled in the use of cleaning equipment.

Good physical condition.

Ability to read and write.

ADMINISTRATIVE SECRETARY

DEFINITION OF CLASS

Under general supervision of the manager, with widest latitude for independent action, performs highly responsible complex and diversified secretarial work requiring considerable knowledge of rules, regulations, and functions; acts in a liaison capacity between the manager and other non-clerical staff, and does related work as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Graduation from high school, or equivalent education, and five years of progressively responsible clerical work of which two must have been in a secretarial capacity. Education above the high school level may be substituted for the general experience on the basis of either.

KNOWLEDGE, SKILLS AND ABILITIES;

Thorough knowledge of modern office methods and procedures. Good knowledge of the principles of organization, supervision and public relations, ability to compose a variety of memoranda, letters and reports of a non-routine nature without instructions and review, utilizing a wide variety of public contacts, with courtesy, tact, and diplomacy; to independently research, analyze and present data for administrative action; ability to establish and maintain continuous satisfactory relationships with employees and the public. Demonstrated experience to operate and present reports using Microsoft Office computer systems.

EXAMPLE OF DUTIES: (The following is used as a partial description only and is not restrictive as duties required)

Screens and refers incoming correspondence to the Manager for reply and follow up to ensure that deadlines are met; arranges correspondence for the Manager personal reply in order of priority with appropriate background material attached for reference. Composes correspondence requiring a thorough knowledge of the procedures and policies of the office. Views outgoing correspondence for consistency with administrative policy as well as format, grammatical construction, and clerical error.

Screens a variety of visitors and telephones calls, and where appropriate, refers to other staff members or personally gives out authoritative information on established agency programs and policies of routine office details, maintains confidential and administrative files, may supervise the work of clerical assistants, and maintain time and attendance records. Types, supervise and participates in the maintenance of the Division's file system. Performs other related duties as assigned.