



VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

INTERNAL/EXTERNAL ANNOUNCEMENT
September 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) General Maintenance Worker	AGS-12	\$28,416.30	Maintenance - STT

Applications must be submitted to the Human Resources Division no later than **Monday, October 15, 2018**.

Job description attached.

Desserie Harrigan
Acting Human Resources Manager

DH/kl

VIRGIN ISLANDS PORT AUTHORITY
Job Description
GENERAL MAINTENANCE WORKER

DEFINITION

This is skilled, journeyman level work in the installation, service, maintenance, and repair of facilities, systems, equipment, and appliances.

The general maintenance worker requires knowledge and experience in the electrical, plumbing, carpentry, masonry, and mechanical trades. An employee in this class ordinarily works under the supervision of the Maintenance Manager and supervisor or foreman of the trade he is working with but is also required to perform some task of semi-limited complexity without direct supervision. Assignments become increasingly difficult and require more skill as more experience is acquired.

EXAMPLES OF WORK (not all inclusive)

Performs a variety of small repairs involving a combination of skills in carpentry, painting, and masonry trades. Work includes repair of window frames, walls, ceilings, cabinets, tables, benches, counters, and other wooden equipment. Assists the carpenters in the construction, repair, maintenance, and alterations to the structures, buildings, and equipment.

Responsible for performing a variety of small paint jobs independently. Assists the painters in the painting and/or repair of structures, buildings, and equipment.

Performs electrical repair work in maintaining lamps, fans, small motors, and other simple electrical equipment and replaces fuses, light bulbs, and fluorescent tubes. They replace fuses and light bulbs and assist the electricians in a variety of work that includes the installation of conduits, electrical wiring, and fixtures.

Work includes assisting in the installation and/or repair of faucets, valves, sinks, toilets, urinals, filters, and any other water and sanitary facilities including replacing broken fixtures and pipes.

Performs other related work as required.

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REQUIREMENTS:

Education and Experience

Three years training or apprentice work in the maintenance trade and experience as a maintenance journeyman (handyman).

Preferred High School Diploma or equivalent (GED)

Knowledge Skills, and Abilities

Knowledge of the standard methods, materials, tools, and equipment the electrical trade.

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

Ability to locate and adjust defects in electrical systems and equipment

Ability to work from electrical diagrams and blueprints and to understand and carry out oral and written instructions.

Ability to make time material and cost estimates of small installations and repair jobs.

Ability to maintain routine reports of work performed and other related documents and do work related paper work.

Ability to work long hours standing and do manual work.

Good health and physical agility sufficient to climb poles, ladders, etc.

Ability to establish and maintain effective working relationships with co-workers and all other persons contacted during the course of the work.