



## VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

### INTERNAL/EXTERNAL ANNOUNCEMENT

May 14, 2019

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) Administrative Assistant	AGS-15	\$31,051.00	Maintenance – STT
(1) Tow Truck Operator	AGS-12	\$29,120.00	Safety & Security – STT
(1) Airport Security Monitor	AGS-10	\$27,040.00	Safety & Security – STX
(1) Custodian	AGS-01	\$27,040.00	HERA - STX
(1) Chief Wharfinger	MU-04	\$49,172.48	Marine - STX

Applications must be submitted to the Human Resources Division no later than Friday, May 31, 2019 at 11:59 pm AST.

Job descriptions attached.

**Diane C. Richardson, SHRM-CP, PHR**  
Human Resources Director

DR/cs

**VIRGIN ISLANDS PORT AUTHORITY  
ADMINISTRATIVE ASSISTANT-MAINTENANCE**

**KIND OF WORK:**

Limited supervisory responsibility in the office of the Maintenance Manager.

**DISTINGUISHING FEATURES OF CLASS:**

An employee in this class is primarily responsible for assisting the Maintenance Manager with regular office supervision routine, which requires considerable knowledge and understanding of the purpose and objectives of the unit. Perform highly responsible, complex and diversified secretarial work requiring considerable knowledge of department rules, regulations and functions. Work is reviewed by the Maintenance Manager for compliance with policies and rules and regulations of the maintenance division, but the employee is allowed some latitude in handling non-technical aspects of office supervision.

**EXAMPLES OF WORK:**

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

Interprets and explains policies, rules and regulations of the unit to persons seeking or coming in contact therewith.

Assists in the planning, assigning and supervising of a small number of workers.

Prepares non-technical reports and correspondence for the review of the Maintenance Manager.

Assists with informal check on budgetary accounts so as to keep the Maintenance Manager advised on expenditures and un-obligated amounts available for expenditures, and so as to keep the unit expenditures within the limits of budgetary allotments. Assists in the gathering of information for the preparation of fiscal budgets.

Prepares pay records and personnel transactions for the unit.

Assists in the preparation of ordering supplies and equipment and inventories and orders.

Types and participates in the maintenance of the division file system under the direction of the Maintenance Manager.

#### KNOWLEDGE, ABILITIES, AND SKILLS:

Thorough knowledge of the policies, rules and regulations applying to the maintenance division.

Considerable knowledge of the fundamental principles and modern practices of supervision, including those relating to personnel, purchasing, accounting controls, general budgetary and fiscal practices.

Ability to express oneself clearly and concisely, orally and in writing.

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

#### DESIRABLE EXPERIENCE AND TRAINING:

High School Diploma or GED; and courses in office practice and typing.

Five years progressively responsible clerical experience, including at least three (3) years in supervisory capacity.

# **VIRGIN ISLANDS PORT AUTHORITY**

## **Tow Truck Operator**

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

- Drives tow-truck to move motor vehicles damaged by accident, stalled, or ticketed by police for traffic violation: Receives call or is dispatched to location by police department; by radio or telephone.
- Gathers information about the vehicle you are servicing from the dispatcher via radio or phone. This information usually includes the vehicle make and model, color, location, the reason for towing and the driver's name. Drive the truck to the vehicle's location.
- Attaches anti-sway bar to vehicle by means of cable, chains, or other grappling devices, and hoists one end of vehicle, using hand or powered winch, to tow vehicle to police department's impounding area.
- Makes minor repairs to VIPA Police Vehicles or other VIPA vehicles as directed along highway, such as replacing spark plugs, batteries, and light bulbs, and connecting loose wires.
- Dismantles vehicles to salvage parts, using such hand tools as wrenches, pry bar, and hacksaws.
- Removes, bends, or cut parts of damaged vehicles preparatory to towing.
- Creates reports of each service call. These usually include the date, time and location of the service, information about the car, a description of the services you performed and the distance you towed the vehicle.
- Gives 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 to operate a Tow Truck.
- Ability to follow simple oral and written directions
- Ability to establish and maintain effective working relationships with co-workers and all other persons contacted in the course of the work
- Physical strength to perform in variety of manual tasks in the car cleaning and general maintenance

### **DESIRABLE EXPERIENCE AND TRAINING**

- Completion of the twelfth school grade or GED.

**VIRGIN ISLANDS PORT AUTHORITY**  
**AIRPORT SECURITY MONITOR – GRADE 10**

**SUMMARY:** An employee in this class under general supervision, performs complex clerical work requiring substantial use of a computer system, and is required to make independent work decisions. Will be required to work on a rotating shift.

**EXAMPLES OF WORK** (These examples are not intended to include all possible assignments to an employee in this class)

- Monitors the airport automated access control system for compliance with FAR 107.14, as well as VIPA's airport security program.
- Prepares daily reports depicting activity during each shift. Said report to include all irregularities and/or unauthorized breaches in secured areas.
- Notifies the Safety and Security Officer and/or Airport Manager of any suspected situation that may affect the security of the airport.
- Assists in the production and issuance of computer-generated access control cards.
- Maintains related records and logs.
- Operates complex computer system, data entry and typing.

**DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS**

- Thorough knowledge of modern office practices and procedures.
- Ability to make work decisions in accordance with rules, regulations, and departmental policies and procedures.
- Ability to understand and follow complex oral and written instructions.
- Ability to make computations and tabulations with accuracy.

**DESIRABLE EXPERIENCE AND TRAINING**

- Graduation from a standard high school or recognized General Equivalency Diploma (GED) program.
- Computer literacy **a must**.

## **VIRGIN ISLANDS PORT AUTHORITY CUSTODIAN**

**SUMMARY:** The Custodian position works under the immediate supervision of the Custodial Supervisor. An employee in this class is expected to perform the following tasks: replace light bulbs; carry and distribute heavy and bulky office supplies; move and relocate office equipment and furniture; sweep, mop, and scrub areas as needed; and polish floors in offices and other building areas as directed.

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

- Washes windows, walls, and woodwork;
- Cleans bathrooms and lavatory facilities as directed;
- Empties wastepaper basket;
- Opens and closes building;
- Refills water cooler;
- Cleans desk and other office equipment;
- Provides travelers with simple information and directions concerning the terminal and its facilities; and
- 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 oral and written directions;
- Ability to stand for long periods of time;
- Ability to perform moderate to heavy cleaning;
- Ability to work overtime, nights, holidays and weekends;
- Ability to maintain efficient working relationships on the job; and
- Physical ability and strength to perform various manual tasks in the care of cleaning and general maintenance of offices and rest rooms.

### **REQUIREMENTS**

- Ability to speak English; and
- May be required to perform messenger duties as needed.

### **Education and Experience**

Must have a high school diploma.

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**TITLE: CHIEF WHARFINGER**

**POSITION DESCRIPTION:**

Under direction of the Marine Manager, supervises and directs the duties of all assigned personnel who are responsible for coordinating and ensuring quality customer service and compliance with Port tariff rules and regulations, lease agreements, and permits.

**REPORTS TO: Marine Manager**

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**EXAMPLES OF DUTIES:**

- Supervises the administrative duties and customer service programs related to Port operations;
- Selects, trains, assigns, directs, and evaluates the work of subordinate personnel;
- Supervises the preparation of a daily (24-hour) ship movement schedule which includes the vessel name, length, estimated arrival and departure times, and the assigned berth;
- Supervises the monitoring of compliance with Port tariffs by collecting and preparing all supporting documentation of vessel operations including dockage, wharfage, demurrage, bunkers, and water reports;
- Supervises the calculating of charges for Port tariffs and other charges for use of Port properties and facilities and the inputting of data in computer system for billing by Port Finance;
- Supervises the inspection of Port properties and facilities for damages, determines the responsible party, and coordinates repairs and maintenance with Port Maintenance and/or Engineering;
- Supervises the scheduling and coordinating of annual fire and safety inspections of Port properties and facilities conducted by the Fire Department and the monitoring of Port tenant's compliance with corrective actions;
- Supervises the processing and monitoring of compliance of various permits for hot-work, special events, filming, heavy lift operations, clean water ballast discharges, truck fuel deliveries, ballard pull testing, lightening operations, and hazardous materials/cargoes which includes obtaining

tenant authorizations and ensuring compliance with the Port's insurance requirements;

- Researches, analyzes, and prepares various documents, reports, and studies pertaining to Port properties and facilities;
- Prepares and monitors wharfinger's section of the annual budget;
- Patrols and monitors the assigned areas to ensure compliance with Port and government laws, regulations, safe practices.
- Oversees security of terminal grounds, parking and staging area, buildings and docks to identify, evaluate and mitigate potential hazards and risks.
- Responds to security issues in accordance with facility security plan.
- Coordinates security screening activities with vessel security crew.
- Directs and conducts required screening of vehicles, passengers, and baggage as required.
- Performs other related duties as required.

#### **MINIMUM QUALIFICATIONS AND SKILLS:**

- Three (3) or more years experience as a Wharfinger or closely related position in maritime port operations; or a bachelor's degree in business administration, public administration, or a closely related field from an accredited college or university and two (2) or more years of professional experience in maritime port operations; or two (2) or more years experience as a Wharfinger in the Virgin Islands or related field.
- Knowledge of marine shipping practices, documents, cargo handling, and record keeping;
- Knowledge of personal computer applications including spreadsheet, database, and word processing software;
- Ability to effectively supervise others;
- Ability to communicate effectively both orally and in writing;
- Excellent interpersonal skills including the ability to deal tactfully and courteously with the public, port tenants, and department personnel;
- Willingness to work overtime and on call to respond to emergencies after hours and weekends;

#### **HISTORY:**

- Approval/Adoption Date: July 2007