



VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

INTERNAL/EXTERNAL ANNOUNCEMENT

September 4, 2019

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	\$27,040.00	CEKA – STT
(1) Parking Lot Attendant	AGS-10	\$27,040.00	Parking Lot – STX

Applications must be submitted to the Human Resources Division no later than Friday, September 18, 2019, at 11:59 pm AST.

Job descriptions attached.

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

DR/ki

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.

PARKING LOT ATTENDANT

GENERAL DESCRIPTION

Responsible for functions related to the collection and control of fees from users of parking lot on behalf of the Authority, along with involvement with traveling public and other users of the airport's parking lot.

EXAMPLE OF DUTIES PERFORMED (This listing is not all-inclusive of job duties!)

- Collect parking fees from users based on charges for amount of time parked or standard lot fee; issue receipts upon customer's request.
- Enter transactions on cash register or other approved methods and balances cash with register tape according to established procedures.
- Safeguard all monies collected, between the time of collection and transfer to supervisor, Accounting personnel, or bank.
- Complete reports or forms required by department, i.e. bank deposit documents, summaries of monies collected, etc.
- Inspect and maintain parking lot spitters and arms and insure that equipment is in good working condition.
- Report any repairs needed to parking lot equipment to Parking Lot Supervisor.
- Inspect parking lots for potholes, etc. and report any repairs needed to Parking Lot Supervisor.
- Record tag number of vehicles in lot at the end of business.
- Place written notice of payment due on windshield of vehicles in lot before and after operating hours.
- Notify Safety & Security via two-way radio or telephone of need for Law Enforcement Officer.
- Watch lot for suspicious activity and report such to Safety & Security.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Authority's regulations, practices and procedures applicable to the collection and deposit of revenues;
- Knowledge of general parking practices and procedures;
- Skilled in basic mathematics;
- Skilled in counting money and in recording transactions with speed and accuracy;
- Skilled in the operation of cash register and adding machine (10-key punch);
- Skilled in courteous communications with the public and all persons contacted during course of work; and
- Able to follow written and oral instructions.

MINIMUM QUALIFICATIONS

- Completion of the twelfth grade or high school equivalency (G.E.D.); or
- One-year experience as a parking lot attendant and/or a cashier involved in the collection of large sums of money;

and

- Clean police record