



VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

INTERNAL/EXTERNAL ANNOUNCEMENT

October 15, 2020

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> |
|--------------------------------|---------------------|----------------------|-------------------------|
| (2) Custodian | AGS-01 | \$27,040.00 | Aviation – STX |
| (1) General Maintenance Worker | AGS-08 | \$28,416.30 | Maintenance – STX |
| (1) Accountant | AGS-21 | \$37,076.83 | Accounting – STT |
| (1) Administrative Assistant | AGS-15 | \$31,051.26 | Safety & Security - STT |

Applications must be submitted to the Human Resources Division no later than Thursday, October 29, 2020, at 11:59 pm AST.

Job descriptions attached.

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

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.

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/she 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.

Performs 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.

Assists 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.

General Maintenance Worker
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REQUIREMENTS:

Education and Experience

Three (3) 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 doing 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.

VIRGIN ISLANDS PORT AUTHORITY ACCOUNTANT

SECTION Fixed Asset and Inventory

SUPERVISOR Comptroller

DEPARTMENT Accounting

GENERAL DESCRIPTION

This job involves accounting for fixed assets, depreciation and accumulate depreciation, contributed capital, construction in progress and inventory.

SCOPE

Responsible for all functions, reports and files directly related to fixed asset and inventory accounting.

WORK PERFORMED (not intended to be all – inclusive within the scope of the job)

Receive purchase orders and invoices for every purchase directly charged to a fixed asset account.

Check payment documents for all purchases directly charged to fixed assets.

Make an entry in a subsidiary ledger for every purchase directly charged to a fixed asset account.

Tag every piece of furniture and equipment bought and capitalized by the Authority.

Assign job order numbers.

Process all job orders.

Determine which job orders should be expensed as major maintenance or capitalized.

Record distribution of labor cost to maintenance or capital projects.

Record all inventory requisitions.

Print and check construction-in-progress report from job cost accounting module.

Reconcile construction-in-progress report with general ledger account on a monthly basis.

Use spreadsheets to distribute cost of every construction project to component assets.

Make transfers of completed projects from construction in progress to specific fixed asset accounts.

Calculate depreciation expense and depreciation charge – back to contributed capital.

Prepare journal vouchers for depreciation expense and depreciation charge back.

Maintain sub ledgers for all fixed assets.

Reconcile fixed asset sub ledgers to general ledger accounts on a monthly basis.

Reconcile year – end physical inventory to general ledger.

Interface with Engineering Department of construction projects.

Maintain all files related to fixed assets, depreciation and inventory accounting.

Work on special projects requiring financial analysis.

MINIMUM REQUIREMENTS

Bachelor's degree in Accounting or Bachelor's degree in Business Administration with at least fifteen semester credits in Accounting.

Experience in the use of spreadsheets programs such as Excel.

ADDITIONAL REQUIREMENTS

Actual accounting experience; and

Experience with computerized accounting programs and word processing packages.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of accounting principles and concepts;

Ability to organize and synthesize information;

Ability to interpret and analyze basic financial information; and

Ability to design and model financial reports.

VIRGIN ISLANDS PORT AUTHORITY ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF CLASS:

An employee in this class is primarily responsible for assisting with the regular office supervision routine, which requires considerable knowledge and understanding of the purpose and objectives of the unit. Work is reviewed by the Supervisor for compliance with policies and rules and regulations of the office, 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 clerical workers.
- Prepares non-technical reports and correspondence.
- Assists with the informal check on budgetary accounts so as to keep the Office Manager advised on expenditures and un-obligated amounts available for expenditure, 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.
- Prepares IDs and maintains the record system.
- Assists in the gathering and compilation of statistical data.
- Supervises and participates in the making of supplies and equipment inventories and orders.
- Types, supervises and participates in the maintenance of the Division's file system.
- Performs other related duties as assigned.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS:

Thorough knowledge of the policies, rules and regulations applying to the operation of the airport.

A considerable knowledge of the policies, rules, and regulations applying the operation of the airport.

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

The ability to organize, assign and supervise the work of a small or moderately sized staff of clerical subordinates.

The ability to develop general assignments into specific results by the organization of material, by the independent development of procedures and the ability to train of clerical subordinates.

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 course of the work.

MINIMUM QUALIFICATION REQUIREMENTS:

Education and Experience

Graduation from an accredited college with an Associate's Degree or higher in Business Administration is preferred or completion of the twelfth school grade, including or supplemented by courses in office practice and typing.

Desirable Experience and Training

Five years progressively responsible clerical experience, including at least three years in a supervisory capacity.