

**GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
JOB ANNOUNCEMENT**

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Coordinator, Plant Facilities

LOCATION: St. Croix District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.stx@vide.vi

Deadline for applying: Open Until Filled

Starting Salary: \$40,810.00

Union: Non Union Classified

GENERAL STATEMENT OF DUTIES

This is a highly skilled position in which the employee performs skilled and semi-skilled physical plant work, in the areas of carpentry, masonry, roofing, general construction, and building trades to include plumbing, electricity, exterminating, painting, grounds keeping, general plant maintenance, repairs and preventative maintenance. This person is expected to be hands-on as the job requires.

Work involves the coordination of activities that involves the upkeep and maintenance of all facilities in a school or other public facility for the department or agency assigned to.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

- Performs skilled work in one or more trades such as carpentry, electricity, painting, plumbing, heating and mechanical work.
- Coordinates maintenance activities to ensure proper completion of work in a safe manner.
- Prepares cash quotes or estimates for maintenance work orders so that supplies can be purchased.
- Orders paint and maintenance supplies including housekeeping materials and supplies, and issues these as required.
- Maintains a system of maintenance and supply records and procedures for historical and accountability documentation.
- Coordinates and performs repair, installation and equipment relocation work.

- Interprets and enforces the Department's policies.
- Interprets specifications, blueprints, and work orders.
- Establishes or adjusts operations to meet time lines using knowledge of capacities of equipment, machines and personnel.
- Confers with school administrators and other supervisors to coordinate maintenance activities.
- Performs other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS (Not All Inclusive):

- Knowledge of occupational hazards and safety precautions of the mechanical, plumbing and building trades.
- Knowledge of the practices and techniques used in the maintenance and construction trades, including plumbing, carpentry, masonry, electrical, painting and plumbing.
- Knowledge of the codes and regulations governing the maintenance and construction trades.
- Ability to plan, organize and coordinate activities in general repair and maintenance activities.
- Ability to interpret basic plans, sketches and drawings.
- Ability to maintain accurate and current records.
- Ability to establish and maintain effective working relationships with employees and associates.

FACTOR 2 - SUPERVISORY CONTROLS

- Requires the ability to work independently to plan and coordinate a variety of assignments and tasks. The employee must be willing to maintain/adhere appearance appropriate to assigned duties and responsibilities as determined by immediate supervisor.

FACTOR 3 – GUIDELINES

- The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines.

FACTOR 4 – COMPLEXITY

- Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternate solutions where only limited standardization exists.
- Errors at this level affect the work of others or have measurable monetary consequences, and require correction in order to complete succeeding work operations.

FACTOR 5 - PERSONAL CONTACTS

- Requires direct contact with contractors, administrators, staff and students.

- Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate course of action.

FACTOR 6 - PURPOSE OF CONTACTS

- The purpose of the contacts is to plan, coordinate, mitigate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

FACTOR 7 - PHYSICAL DEMANDS

- Requires physical work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

FACTOR 8 - WORK ENVIRONMENT

- Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor/major injuries or health hazards.

EDUCATION AND EXPERIENCE:

- High School Diploma or its equivalency and successful completion of an approved course in building technology and facility maintenance and six (6) years experience in any of the building trades.

OR

- High School Diploma or its equivalency and eight (8) years' experience as a Maintenance Engineer or a similar related field and two (2) years progressive experience in two (2) or more building trades.

Interested persons should apply by visiting our website at www.vide.vi and select the appropriate application for submission procedures.

Send your complete application package to careers.stx@vide.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.

Travel, transportation and relocation expenses are not authorized for this position. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the sole responsibility of the selected candidate.
