

**JOB ANNOUNCEMENT**  
**GOVERNMENT OF THE UNITED STATES**  
**VIRGIN ISLANDS**  
**DEPARTMENT OF EDUCATION**  
Internal/External

**THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:**

**POSITION TITLE:** Truckdriver

**LOCATION:** St. Thomas/St. John District

*Interested persons should contact:* **DIVISION OF HUMAN RESOURCES**  
[careers.sttj@vide.vi](mailto:careers.sttj@vide.vi)

**Deadline for applying:** June 27, 2018

**Starting Salary:** \$20,318                      **GRADE:** EC-08

**Union:** American Federation of Teachers- Support Staff

**DESCRIPTION**

This is skilled work in the operation of light weight vans and trucks. An employee in this class is primarily responsible for the operation of trucks that are used in delivering supplies and other freight. Work is performed in accordance with established schedules and specific instructions and is reviewed and authorized by the activity the Activity Center Head or School Principal.

**DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)**

- Maintains prescribed schedules and records the pick-up and delivery as required;
- Picks up and signs for equipment or material and delivers such articles to warehouses, school, activity centers and other designated locations;
- Checks automotive equipment to determine that gasoline and oil supplies are adequate, tires are properly inflated, necessary repair tools are available and lights and safety devices are in proper operating condition;
- Cleans and performs routine maintenance of the interior and exterior of the vehicles;
- Makes minor repairs and adjustments to equipment on the road including repair tires and tubes;
- Maintains trip records of time and place of pick-up of materials and supplies;
- Assists with loading and unloading supplies, crates and other material transported and moves such material to or from the vehicle;
- Assist with unpacking and uncrating supplies and other freight at the warehouse, schools, activity centers and other locations;
- Performs other related work as required.

**KNOWLEDGE, SKILL AND ABILITIES**

- Skilled in the operation of trucks and other related automotive equipment;
- Knowledge of traffic rules and regulations and safe driving practices;
- Knowledge of the operational principles of trucks and related automotive equipment;
- Ability to make minor repairs to automotive equipment;
- Ability to work safely and reliably;
- Ability to act in a courteous and professional manner at all times;
- Ability to perform routine manual labor duties and do moderate heavy lifting and moving as required;
- Ability to read, write, understand and follow oral and written instructions.

- Ability to establish and maintain effective working relationships during the course of work.
- Ability to lift 70 (seventy) pounds or more.
- Ability to exercise sound, independent judgment in carrying out functions of the position.

## **EDUCATION AND EXPERIENCE**

- High School Diploma or GED
- Two (2) years of experience in operating automotive equipment heavier than passenger cars;
- Clean traffic record with no accidents three (3) years prior to application;
- Possession of a valid Virgin Island Driver's License.

**Interested persons should apply by visiting our website at <http://jobs.vide.vi> and select the appropriate application for submission procedures.**

**Send your complete application package to [careers.sttj@vide.vi](mailto:careers.sttj@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.**

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

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