

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: Maintenance Engineer I

LOCATION: St. Croix District

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

Deadline for applying: August 28, 2018

Starting Salary: \$23,282 **GRADE:** SU-19

Union: Seafarers International Union

DESCRIPTION

An employee in this position performs semi-skilled and skilled physical plant work in the areas of preventive maintenance, building repair, grounds, stationary engines and other mechanical and electrical equipment maintenance. This employee must be able to successfully work independently as well as with others. An employee in this position requires overall preventative maintenance knowledge and troubleshooting ability. Employee receives general direction from school administrator, activity center head, or other designated supervisor.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Ensures the proper operation, maintenance and repair of plant equipment;
- May plan and assign the work of labors, mechanics and other tradesmen in order to accomplish the necessary work. (Tradesmen may include electricians, carpenters, plumbers, general maintenance and automotive mechanics etc.)
- Coordinates with supervisors to establish preventative maintenance schedules for all institutional equipment and participates personally in maintenance and repair duties to ensure the upkeep of buildings, grounds and equipment;
- Recommends the replacement or sidelining of major repairs of equipment. Consult with appropriate officers on types of equipment to order, the cost of installation and repair, and keeps such officers informed on needs as they arise;
- Accompanies outside inspectors to buildings and equipment locations;
- Instructs subordinate personnel in repairs to be made, precautions to be observed, and on proper methods of operating various types of equipment;
- Inspects equipment periodically to check on proper maintenance and to determine the need for repairs and/or adjustments;

- Requisitions spare parts and supplies needed for proper operation, maintenance and repair of equipment and plant;
- Maintains records of operation, fuel consumption, operating times, dates of servicing, and other pertinent factors relative to plant equipment;
- Maintains files of all institutional equipment to include its' location and condition;
- Prepares budget estimates and periodic oral and written reports on plant maintenance and operation;
- Acts as Fire Marshal and member of the safety inspection team to detect, prevent or control fires and other hazards;
- Performs other related work as assigned.

FACTOR I: KNOWLEDGE AND ABILITIES

- Considerable knowledge of the VI Code Title 29, Department policies and procedures and the Occupational Safety and Health Administration (OSHA) guidelines;
- Considerable knowledge of the principles, practices and techniques of one or more of the skilled trades such as electrician, plumber, mason or carpenter;
- Considerable knowledge of the plant layout, including floor plan, location of stationary mechanical and other equipment to be maintained, and be familiar with the course of electrical, water and disposal supply lines;
- Some knowledge of a variety of mechanical and building maintenance trades;
- Ability to plan, assign and supervise the work of a variety of skilled tradesmen engaged in building and plant maintenance activities, and to use initiative and sound judgment in scheduling repairs and installations;
- Ability to execute plant and building inspections to determine the need for maintenance and repair and the adequacy of completed maintenance and repair assignments;
- Ability to maintain records of equipment operation, repair and maintenance and to prepare periodic and other special reports therefrom;
- Ability to operate tools and equipment used in the electrical and mechanic trades.

FACTOR II: SUPERVISORY CONTROLS

- Works under the direct general supervision of school administrator, activity center head, or other designated supervisor;
- General supervision is received through periodic inspections, review of reports for proper maintenance and functioning of plant equipment.

FACTOR III: GUIDELINES

- The employee is to follow the VI Code Title 29, Personnel policies and procedures, and Occupational Safety and Health Administration (OSHA) guidelines in executing daily duties.

FACTOR IV: COMPLEXITY

- Work in this position often involves technical challenges. The job requires initiative, diligence, and follow-up. It also requires flexibility due to unplanned developments.

FACTOR V: SCOPE AND EFFECT

- The technical expertise provided by the Maintenance Engineer affects the operations of the schools and activity centers within the Department of Education. Errors in judgment or laxity in job performance will prove counterproductive to efficient and orderly functions within the Department.

FACTOR VI: PERSONAL CONTACTS AND PURPOSE OF CONTACTS

- Contacts are made with superiors, fellow workers, teachers and students.
- Contacts require the ability to exercise a considerable degree of interpersonal skills and sound judgment.
- Purpose of contacts is to obtain, clarify, or give facts or information to aid in the production of work and to resolve issues.

FACTOR VII: PHYSICAL DEMANDS

The following are some of the physical demands commonly associated with this position:

- Lifting, carrying, pulling and pushing up to 100lbs, when moving equipment; Sitting, standing or walking;
- Speaking and hearing to enable interpersonal communication and to communicate through automated devices such as the telephone;
- Seeing in conjunction with deft hand and finger coordination to enable grasping, manipulating, assembling tools/objects and operating machinery.

FACTOR VIII: WORK ENVIRONMENT

- The work environment includes both office and open air settings and travel to various activity center locations is required;
- The position may require carrying of a cellular device, occasional weekend and/or evening work, and working in rain and other inclement weather;
- The employee is required to adhere to standard safety regulations to ensure personal safety and the safety of others.

EDUCATION AND EXPERIENCE

- High school diploma or G.E.D. equivalent and eight years of progressively responsible experience in two or more building trades such as plumbing, electrical wiring and carpentry, or in mechanical or refrigeration work, at least two years of which were in a supervisory capacity as maintenance shop foreman or equivalent capacity; **OR;**
- Two years of post-secondary trades school training and at least four years related experience; **OR;**
- An Associate's degree Mechanic and Repair Technology, Electrical Engineering, Engineering Technology

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.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 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
