

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

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Laborer

LOCATION: St. Thomas/ St. John District

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

Deadline for applying: December 29, 2018

Starting Salary: \$20,398.00-\$37,804.00 **GRADE:** SU-06

Union: Seafarers International Union

GENERAL STATEMENT OF DUTIES

An employee in this class performs work required for the maintenance, repair, and improvement of buildings, equipment, and grounds depending on the trade assigned. Employee receives general direction from school administrator, activity center head, or other designated supervisor.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

- Performs work required for the maintenance, repair, and improvement of buildings, equipment and grounds;
- Performs routine work in such trades as carpentry, painting, plumbing, electrical, furniture repair, and other tasks of similar nature;
- Performs such duties as a helper in carpentry, grounds, and similar projects;
- Performs such duties as hauling heavy materials, repairing roads, cutting grass, demolition work and various other preparatory work for the trades;
- Performs simple and elementary work not specifically related to the trades, such as, moving heavy furniture, equipment or materials to repair shops, schools and various grounds work including excavation, spreading top soil, preparation of soil for grass, and grass cutting,
- Assists a skilled or semi-skilled maintenance tradesman as directed;
- Assists with the repair and maintenance of fences and other barriers enclosed area;
- Assists in responding to complaints regarding sewers and drainage problems as assigned and explain to by immediate supervisor;
- Uncrate or unpacks supplies and other freight;
- Cleans and flushes gutters and places trash in cans or on trucks.
- Supervises in a general fashion, the use of the area, especially from the stand point of

insuring compliance with the rules and regulations governing the attire and conduct of persons using the area;

- Insures proper maintenance of equipment and tools by cleaning and checking equipment and tools prior to and upon completion of use;
- Load and unloads baggage, packages, crates, and other material transported by automobile and truck;
- Performs other related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

- Ability to understand and follow specific oral and written instruction;
- Ability to do manual labor and to work long hours outdoors as required in the making and maintenance of recreational areas;
- Ability walk, sit, climb or balance stoop and kneel crouch or crawl
- Ability to perform routine tasks and to understand and follow oral instructions;
- Ability to establish and maintain effectively working relationships with co-workers and all other persons using recreational areas;
- Ability to acquire skill in following instructions for making of playing fields and courts.
- Physical strength and ability to lift 70lbs, and perform common related duties.

EDUCATION AND EXPERIENCE:

- Graduate from high school or possession of a GED certificate.
- Experience in performing a variety of manual tasks, including some experience in the operation of any of the kinds of equipment representative of this class.
- Valid Virgin Islands License

Interested persons should apply by visiting our website at www.vide.vi/our-divisions/human-resources.html and select the appropriate application for submission procedures.

Send your complete application package to 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.

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

NO PERSONS SHALL BE DISCRIMINATED AGAINST IN EMPLOYMENT OR IN ANY EDUCATIONAL PROGRAM OR ACTIVITY OFFERED BY THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION ON ACCOUNT OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEX, HANDICAP OR AGE