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 Mechanic (Multiple Positions)

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

*Interested persons should contact*: **DIVISION OF HUMAN RESOURCES**

[**careers@sttj.k12.vi**](mailto:careers@sttj.k12.vi)

Deadline for applying: February 26, 2016

Salary Range: $21, 712

Union: SIU

**DESCRIPTION**

This is skilled work in performing repair and maintenance work to buildings and equipment. An employee in this class usually works out of a central maintenance shop in which detailed request for repair and maintenance work are submitted. General instruction and supervision are received from an administrative or maintenance supervisor, but an employee is expected to use some initiative in assuming repair and maintenance assignments and work with minimum supervision. This employee is given considerable latitude in exercising professional skills and independent judgment in the performance of work.

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

* Assist in general repair and maintenance of building structures;
* Makes cost estimates for small repair and maintenance jobs to which assigned and prepares request for materials and supplies needed to complete the assignments;
* Supervises a small number of laborers and other workers assigned to a given job;
* Performs a variety of repair jobs involving a combination of skills in gasoline and diesel equipment mechanics;
* Performs a variety of building and grounds repair jobs involving a combination of skills in carpentry, plumbing, electrical and/or masonry trades;
* Turns off electrical, water, and gas supply and starts emergency supply when necessary;
* Performs related work as required.

**KNOWLEDGE, SKILL AND ABILITIES**

* Considerable knowledge of the principles and techniques of at least two of the building or mechanic trades and some knowledge of a variety of the other trades related there to;
* Knowledge of the methods, practices, tools, and materials of several of the building or mechanic trades;
* Skill in the use of a wide range of tools and materials of several of the building or mechanic trades;
* Ability to make inspections to determine the need for repairs and perform or assist in performing a variety of repairs needed for proper maintenance of buildings, grounds, and equipment;
* Ability to supervise a small group of skilled and other workers assigned to a job;
* Ability to work for long hours while standing.
* Ability to read, write, understand and follow simple oral and written instructions.
* Ability to establish and maintain effective working relationships with all persons contacted during the course of work.
* Ability to lift 70 (seventy) pounds or more.

**EDUCATION AND EXPERIENCE**

* High School Diploma or G.E.D. and (3) three years’ experience at the journeyman level in at least two (2) of the building or mechanical trades.

**Interested persons should apply by visiting our website at** [**www.teachusvi.net**](http://www.teachusvi.net) **and select the appropriate application for submission procedures.**

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