Virgin Islands Public Finance Authority
FACILITIES MAINTENANCE COORDINATOR

LOCATION: ST. Thomas

FLSA STATUS: Exempt

OPENING DATE: 11/08/2024

CLOSING DATE: Open until filled

The Facilities Maintenance Coordinator is responsible for overseeing the maintenance and repair of building systems and infrastructure to ensure a safe, efficient, and well-functioning environment. This role involves supporting preventative maintenance and physical repairs to the buildings and grounds at the Authority's various facilities, ensuring compliance with safety regulations and standards.

Example of Duties:
- Closes and Open's the Administrative Office at Kongens's Gade.
- Ensures facility compliance with health and safety regulations.
- Performs routine preventative maintenance on buildings including, but not limited to; carpentry, electrical, painting, plastering, dry walling, plumbing, door hardware, key ware, exit and emergency lighting.
- Completes routine pick-ups and delivery of Authority personnel, mail, or packages.
- Conducts a routine vehicle cleaning and maintenance plan for Authority vehicles.
- Completes office Space and grounds clean up.
- Performs regular grass cutting and ground maintenance, as necessary.
- Performs all other duties as assigned by supervisor.
- Performs related duties as assigned.

Minimum Qualifications:

Education and Experience:
- High school diploma or equivalent; additional certifications preferred.
- Proven experience in facilities maintenance, building operations, or a related field
- General knowledge of maintenance best practices.
- Strong organizational and management skills.
- Valid Virgin Islands Driver's License and safe driving record.

Knowledge, Skills & Abilities:
- General knowledge of general carpentry and repair.
- Ability to use hand tools and power tools.
- Excellent organizational and time management skills.
- Must be able to collaborate with vendors, suppliers, and contractors performing work at the offices. Ensuring a timely completion of work and adherence to quality standards.
- Must exhibit professional maturity when conducting all business for the agency.
- Must be skilled in the use of general office equipment such as telephone, printers, copiers, calculators, computers, and e mail.
- Ability to take initiative, work independently, and work effectively with all levels of staff, contractors, and vendors.
- Ability to establish and maintain effective and cooperative working relationships with all levels of management.
- Ability to apply sound judgment in the solution of maintenance matters.

- Must be able to work independently and collaboratively.
- Must be able to effectively multi-task.
- Must possess a valid Virgin Islands Driver's License.

SUPERVISORY CONTROLS:

This position reports directly to the Chief Administrative Officer, who supervises all the work and activities surrounding the position. The job performance will be reviewed in accordance with departmental standard operating procedures, regulations, and as detailed in the Virgin Islands Public Finance Authority Handbook.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift to 50 pounds. Must be physically able to climb ladders, bend, or crawl into small spaces.

WORK ENVIRONMENT

Work is performed in an office setting and outdoors. The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. The noise level in the work environment is usually average.

Salary:
$48,000 - $55,000 per annum depending upon qualifications.

HOW TO APPLY:
Persons interested in this position must submit a copy of their current resume and cover letter to the Virgin Islands Public Finance Authority to Cheynelle Harris, Human Resource Manager at charris@usvipfa.com.

The Virgin Islands Public Finance Authority is an Equal Opportunity Employer