



ST. CROIX 116 King Street, Frederiksted, VI 00840
 (340) 773-6499 FAX (340) 773-7701

ST. THOMAS 8000 Nisky Shopping Center, Suite 620, St. Thomas, VI 00802
 (340) 714-1700 FAX (340) 777-1103

www.USVIEDA.org

MAINTENANCE WORKER I

JOB CLASSIFICATION	MAINTENANCE WORKER I
CLASSIFICATION	CLASSIFIED
SALARY GRADE	EDA02
SALARY RANGE	\$37,937.85 - \$39,470.54
DEPARTMENT	ECONOMIC DEVELOPMENT PARK CORPORATION
DISTRICT	ST. CROIX
REPORTS TO	DIRECTOR, PHYSICAL PLANT
LAST UPDATED	DECEMBER 20, 2022
JOB DESCRIPTION SUMMARY	
<p>Under the direct supervision of the Director, Physical Plant , this position assists in maintenance duties such as furniture moving, maintenance of office equipment, maintenance of machinery and simple electrical, plumbing, painting, and performs handy-man projects. Performs light construction, exterior cleaning up, works with outside contractors on facilities, grounds, landscaping, and equipment repairs.</p>	
ESSENTIAL FUNCTIONS	
<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Assists in the security of the USVIEDA’s property. • Assists in the transport of office mail. • Provides assistance in the monthly inspection of security lightings. • Assists in the conduct of the sewage pump station inspection. • Performs weekly landscaping. • Maintains USVIEDA’s vehicle(s). • Transports USVIEDA employees to and from airport and hotels. • Picks up supplies as needed for the office. • Assists in the preventative maintenance of equipment and the infrastructure of the building. • Performs other duties as assigned. 	
COMPETENCIES	
<ul style="list-style-type: none"> • Technical Capacity. • Personal Effectiveness/Credibility. • Thoroughness. • Collaboration Skills. • Communication Proficiency. • Flexibility. 	



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<p>SUPERVISORY RESPONSIBILITY</p> <ul style="list-style-type: none"> This position has no supervisory responsibilities.
<p>WORK ENVIRONMENT</p> <p>This job operates in a professional office environment. This role uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.</p>
<p>PHYSICAL DEMANDS</p> <p>This is not a sedentary role; however, stooping, walking, lifting, typing, talking, hearing, seeing, repetitive motions as necessary.</p> <ul style="list-style-type: none"> Must be able to traverse property and facility to diagnose building issues and plan repairs or maintenance. Must be physically able to perform repairs when needed. Prolonged periods sitting at a desk and working on a computer. Manual dexterity as needed to operate a variety of machinery and equipment. Must be able to lift up to 50 to 75 pounds of force.
<p>POSITION TYPE AND EXPECTED HOURS OF WORK</p> <p>This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.</p>
<p>TRAVEL</p> <p>No travel is expected for this position.</p>
<p>REQUIRED EDUCATION AND EXPERIENCE</p> <ul style="list-style-type: none"> High School diploma or equivalent. Ability to lift and carry up to 50-75 lbs. Valid USVI driver's license. Solid verbal communication skills. Visual acuity and manual dexterity Must have working knowledge of painting, electrical, plumbing, auto mechanics, and yard work techniques. Working knowledge of repair procedures for walls, flooring, windows, doors and other hardware. Must be able to bend, stoop, and reach overhead for simple office repairs and maintenance.
<p>PREFERRED EDUCATION AND EXPERIENCE</p> <p>None</p>



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ADDITIONAL ELIGIBILITY QUALIFICATIONS

None

AFFIRMATIVE ACTION PLAN (AAP)/EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

It is the policy of Economic Development Authority (EDA) not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

How to Apply

To apply, send a letter outlining your interest and qualifications. Include your resume, along with the names, telephone numbers and email addresses for three (3) professional references. To ensure full consideration, all required documentation must be received by **4:00 p.m. (AST) on Friday, February 10, 2023**. Send documentation via email (.pdf) to Human Resources at the following email:

HR@usvieda.org

The position will remain open until filled. Submissions that do not include the requested documents will not be considered. The USVIEDA will only contact applicants selected for interview. Any applicant who needs a reasonable accommodation shall advise the Human Resources department at the email above.