



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
DEPARTMENT	ECONOMIC DEVELOPMENT PARK CORPORATION
DISTRICT	ST. CROIX
REPORTS TO	DIRECTOR, PHYSICAL PLANT
LAST UPDATED	JANUARY 2024

JOB DESCRIPTION SUMMARY

Under the direct supervision of the Director, Physical Plant, this position will perform groundskeeping, general maintenance and repairs for assigned equipment and facilities including plumbing, electrical, basic carpentry, cooling, and other building systems and responds to other emergency maintenance requests as needed.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs routine maintenance and other preventive maintenance actions on designated equipment, machinery and building infrastructure.
- Assembles and/or install equipment, office furniture, etc.
- Operates vehicles or powered equipment, such as mowers, tractors, twin-axle vehicles, chainsaws, electric clippers, or pruning saws.
- Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, or other grounds features.
- Paints or repairs roofs, windows, doors, floors, woodwork, plaster, drywall, or other parts of building structures.
- Provide groundskeeping services, such as landscaping, pruning of trees, shrubs and hedges.
- Assists in the securing of the USVIEDA's properties to include opening and closing of facilities.
- Assists in the transport of office mail.
- Provides assistance in the monthly inspection of security lighting.
- Assists in the conduct of the sewage pump station inspection.
- Performs weekly landscaping.
- Maintains USVIEDA's vehicle(s) and core equipment to include, cleaning, checking fluid levels and general inspections.
- Transports USVIEDA employees to and from airport and hotels.
- Picks up supplies as needed for the office.
- Perform general cleaning of exterior buildings and properties.



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- Performs other duties as assigned.

COMPETENCIES

- Technical Capacity.
- Personal Effectiveness/Credibility.
- Thoroughness.
- Use of Hand Tools.
- Collaboration Skills.
- Communication Proficiency.
- Flexibility.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

WORK ENVIRONMENT

This job operates in a professional office environment. This role entails inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects and using either control mechanisms or direct physical activity to operate machines or processes.

PHYSICAL DEMANDS

This is not a sedentary role; however, stooping, walking, lifting, typing, talking, hearing, seeing, repetitive motions as necessary.

- 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.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

TRAVEL

Some travel is expected for this position.

REQUIRED EDUCATION AND EXPERIENCE

- High School diploma or equivalent.
- Ability to lift and carry up to 50-75 lbs.
- Valid USVI driver's license.
- Solid verbal communication skills.



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- 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 present a well-groomed appearance.
- Must be able to bend, stoop, and reach overhead for simple office repairs and maintenance for prolonged periods of time.

PREFERRED EDUCATION AND EXPERIENCE

None

ADDITIONAL ELIGIBILITY QUALIFICATIONS

None

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

All employment decisions shall be made without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age (40 or older), disability, military service, genetic information (including family medical history), or political affiliation or other non-merit-based factors.

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, submit the following:

- 1) Letter outlining your interest and qualifications for the job; and
- 2) Resume

To ensure full consideration, all required documentation must be received by 4:00 p.m. (AST) April 5, 2024. Send documentation via email (.pdf) to Human Resources at:

HR@usvieda.org

The position will remain open until filled. Submissions that do not include the requested documents will not be considered. 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.