

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: Laborer

LOCATION: St. Thomas/St. John District

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

Deadline for applying: June 8, 2018

Starting Salary: \$20,398 **GRADE:** SU-06

Union: Seafarers International Union

DESCRIPTION

An employee in this class performs a wide variety of duties requiring light to moderate manual labor. Work experience is gained on the job and an employee is usually required to perform the tasks involved with a minimum of immediate and constant supervision. Work is assigned and reviewed by a supervisor.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Loads and unloads baggage, packages, crates and other material transported by automobile or truck and moves such materials to and/or from the vehicle;
- Uncrates or unpacks supplies and other freight at destination and stores same in storeroom, offices, or other designated area as directed;
- Sweeps docks, buildings and other designated area as directed;
- Cleans and flushes gutters and streets and places trash in cans or on trucks;
- Cuts brush and grass and trim trees within the schools and along adjacent streets and highways;
- Performs related work as required.

KNOWLEDGE, SKILL AND ABILITIES

- Ability to perform routine heavy manual laborer duties and do moderately heavy lifting and moving as required;
- Ability to work for long hours while standing.
- Ability to read, write, understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships.
- Ability to lift 70 (seventy) pounds or more.
- Ability to develop and maintain effective working relationships with members of the Department's staff;
- Ability to exercise sound independent judgment in carrying out functions of the position.

EDUCATION AND EXPERIENCE

- Completion of the 12th Grade or GED from an accredited institution **AND;**
- One (1) year experience in performing a variety of manual tasks.

Interested persons should apply by visiting our website at <http://jobs.vide.vi> 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
