

TEMPORARY POSITION



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following position for the St. Croix District:

Maintenance Mechanic

The Maintenance Mechanic is responsible for performing semi-skilled and skilled construction and maintenance repairs to residential units and common areas, as well as performs preventative maintenance services.

ESSENTIAL FUNCTIONS:

- ⇒ Performs a variety of carpentry work as needed.
- ⇒ Performs a variety of masonry work as needed.
- ⇒ Performs painting as needed.
- ⇒ Performs plumbing repairs to include removing, repairing and/or replacing plumbing fixtures, faucets, faucet washers, seats, stems, spigots and repairs toilet mechanisms.
- ⇒ Performs minor electrical maintenance to include replacing light fixtures, wall receptacles and switches.
- ⇒ Repairs and replaces doors, windowsills, door locks, cabinets, drawers, etc.
- ⇒ Installs window shades, window operators, louvers and screens; cuts all types of glass.
- ⇒ Performs pre-inspections to determine labor and materials needs for work orders.
- ⇒ Performs minor exterior repairs such as roofs, gutters and down spouts.
- ⇒ Performs preventative maintenance tasks.
- ⇒ Maintains and is responsible for assigned tools and equipment.
- ⇒ Performs manual labor.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** High School Diploma or equivalent Certificate.
- ⇒ **Experience:** Minimum of 4-7 years of working experience in construction or residential maintenance. Equivalent combination of education and experience
- ⇒ **Knowledge, Skills & Abilities:** Ability to perform a variety of semi-skilled and skilled maintenance tasks. Knowledgeable of tools, methods and practices used in construction and residential repairs. Ability to operate a variety of hand and power tools. Must be highly motivated and able to work independently. Valid Driver's License.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation.

During the Stay-at-Home period, application packages will only be accepted electronically at hr@vihfa.gov. Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for submittal of application package is Friday, July 16, 2021; however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer