



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following position for the St. Thomas/St. John District:
Maintenance Mechanic

The Maintenance Mechanic is responsible for performing semi-skilled and skilled construction and maintenance repairs to residential units, commercial units, and common areas, as well as performs preventative maintenance services. The Maintenance Mechanic is expected to perform duties independently and from time to time may be assisted by or assist other maintenance staff or third-party contractors.

ESSENTIAL FUNCTIONS:

- ⇒ Diagnosing maintenance problems and performing minor, major, and routine maintenance and repair work in a timely and professional manner.
- ⇒ Completing multiple service requests daily within established time standards and schedule.
- ⇒ Carrying out preventative maintenance as assigned.
- ⇒ Accurately documenting on the work order form all work performed and time and materials used.
- ⇒ Using materials and supplies from inventory following established procedures.
- ⇒ Maintaining “rolling stock” if assigned, and ensuring that all supplies, materials, tools and equipment are properly secured.
- ⇒ Being on call for after-hours emergency maintenance per the schedule prepared by the supervisor.
- ⇒ Assisting the supervisor in working with vendors and contractors to obtain bids.
- ⇒ Coordinating delivery and work schedules with vendors, contractors, and supervisor).
- ⇒ Maintaining all equipment and tools in clean and good working order.
- ⇒ If assigned, maintaining any maintenance shops and storage in an organized and clean condition.
- ⇒ If assigned, ordering supplies and materials to replenish stock.
- ⇒ If assigned, assisting with the make-ready of vacant apartments.
- ⇒ Performing inspections as assigned.
- ⇒ Operating vehicles, equipment, and power tools in the performance of the work and in accordance with manufacturers’ recommendations for proper use.
- ⇒ Performing all duties in accordance with safety standards of the company and all applicable OSHA and health building codes.
- ⇒ Promptly reporting to his or her supervisor all safety and security incidences.
- ⇒ Ensuring the proper controls over keys, equipment, supplies, inventory, and other property.
- ⇒ Assisting in maintaining warranties and other records.
- ⇒ Notifying of any problems or concerns that are observed, even if such concerns are outside the realm of maintenance.
- ⇒ Promoting good public relations with residents, resident guests, co-workers, other agency staff, contractors, vendors, and other persons having business with the company by being courteous at all times.
- ⇒ Completing special projects as may be assigned and by the (insert title of supervisor).
- ⇒ Attending in-service training, safety meetings, and other meetings of the company.
- ⇒ Adhering to the company’s employee policies and procedures.
- ⇒ Adhering to the company’s fair housing policies.
- ⇒ Providing formal and/or informal training to other maintenance staff in advanced maintenance methods.
- ⇒ Performs other related duties and responsibilities as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Graduation from an accredited high school, vocational or trade school, or equivalent or technical level courses or training in construction, carpentry, mechanical, or electrical trades.
- ⇒ **Experience:** Minimum of 4-7 years of working experience in commercial maintenance, construction, or residential maintenance or trade fields at the journeyman level or equivalent combination of education and experience
- ⇒ **Knowledge, Skills & Abilities:** Ability to work a 40-hour work week; Monday-Friday 8:00 a.m. – 5:00 p.m.; the Maintenance Technician will be expected to be “on call” for after-hours emergencies consistent with the company after-hours maintenance emergencies policies and procedures, on a rotating basis with other company maintenance personnel in one-week intervals; the Maintenance Technician may be required to work overtime as needs arise and subject to the prior approval of the supervisor; overtime pay shall be specified in the company personnel policies and procedures; National Center for Construction Education & Research (NCCER) certification in related area(s) preferred; Must possess a Valid U.S. Virgin Islands driver’s license, proof of insurability, and maintain a good driving record.

SALARY: \$40,000 - \$45,000 per annum depending upon qualifications.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, and resume/vitae electronically at hr@vihfa.gov. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for application submittal is **Monday, May 22, 2023**; 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 (VIHFA) is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, genetics, disability or veteran status. Employment is contingent upon proof of citizenship or legal authorization to work in the United States. Each question must be fully and accurately answered. Incomplete, illegible or unsigned applications will not be considered.