

Virgin Islands Housing Authority

St. Thomas
#402 Anna's Retreat
P.O. Box 7668
St. Thomas, VI 00801
Telephone: 340-777-8442
Fax: 340-775-0832
TDD Line: 340-777-7725
Website: www.vihousing.org



St. Croix
#5 Estate Bethlehem
P.O. Box 1349, Kingshill
St. Croix, VI 00851
Telephone: 340-778-8442
Fax: 340-773-3054
TDD Line: 340-778-5245
Email: exec@vihousing.org
Website: www.vihousing.org

Office of the Executive Director

POSITION VACANCY ANNOUNCEMENT FOR:

Inspector

Vacancy # 2010-009

- Salary: \$25,555.66 - \$40,915.43 annually; Exempt - Grade EN-16
- Department: Modernization - St. Croix
- Type of Appointment: Full-Time, Monday - Friday, 8:00 a.m. – 5:00 p.m.
- Closing Date: 5:00 pm, Wednesday, August 18, 2010
- Number of Position(s): One (1)

GENERAL STATEMENT OF DUTIES:

To inspect and evaluate performance of construction contractors, and other work under contract to the Virgin Islands Housing Authority in order to assure quality workmanship, conformance with code standards and compliance with specifications.

MINIMUM QUALIFICATIONS:

Education: High school graduate or G.E.D Certificate. **Experience:** Two (2) years experience in construction and/or inspection of structures for compliance with codes, safety and health standards; or any combination of the above. **Special Skills:** Ability to interpret blueprints and drawings. Knowledge of zoning laws, building and construction standards required by the Virgin Islands Housing Authority and local government codes. Knowledge of federal government code standards. Ability to recognize faulty workmanship, inferior materials and irregular construction methods and procedures. Broad knowledge of construction industry. Ability to prepare written reports in proper format. Ability to communicate clearly and concisely both orally and in writing.

Employment applications are available at VIHA's Central Offices located at #402 Anna's Retreat on St. Thomas and at #5 Estate Bethlehem on St. Croix. Interested candidates must submit an application to our Central Offices on either St. Thomas or St. Croix, or mail postmarked by the deadline date to: Virgin Islands Housing Authority, Attention: Human Resources Division, P.O. Box 7668, St. Thomas, V.I. 00801. Selected candidates will be contacted.

Robert Graham CPM, Executive Director

8/4/10

Date

