

# Virgin Islands Housing Authority

**St. Thomas**  
4402 Annas Retreat #200  
St. Thomas, VI 00802-1737  
Telephone: 340-777-8442  
Fax: 340-775-0832  
TDD Line: 340-777-7725  
Website: [www.vihousing.org](http://www.vihousing.org)



**St. Croix**  
RR 2 Box 9299  
Kingshill, VI 00850-9719  
Telephone: 340-778-8442  
Fax: 340-773-3054  
TDD Line: 340-778-5245  
Email: [exec@vihousing.org](mailto:exec@vihousing.org)

## POSITION VACANCY ANNOUNCEMENT FOR: AMP MAINTENANCE FOREMAN Vacancy # 2017-017

- Salary: \$27,206.40 to \$40,809.60, Non-Union Grade NU-11
- Department: Asset Management
- Type of Appointment: Full-Time, Monday - Friday, 8:00 a.m. - 5:00 p.m.
- Closing Date: Open Until Filled
- Number of Positions: Two (2) St. Croix

### **DESCRIPTION OF DUTIES:**

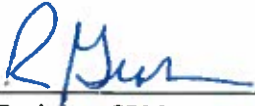
Plans, directs, supervises, organizes and controls the maintenance activities of maintenance personnel in assigned zones, to include minor electrical and plumbing repairs, vacancy unit rehabilitation, grounds/site work, work orders and controls quality of work.

### **MINIMUM QUALIFICATIONS:**

**Education:** A minimum of a high school diploma and two years of vocational training, in the property maintenance or construction field. Certified Manager of Maintenance (CMM) required within 6 months. **Experience:** Minimum of five (5) years experience in maintenance, the construction trades, or a similar field. At least two (2) years experience supervising staff. Subsidized housing experience desirable. An equivalent combination of education and experience may be substituted for the above. **Special Skills:** Working knowledge of HUD and local regulations regarding housing quality standards and other maintenance related standards. Formal training or experience in the following areas: carpentry; light plumbing work; light electrical work; air conditioning; painting; refurbishing and the Authority testing requirements. Knowledge of the Authority's policies, procedures, and physical layout of the site. Knowledge of occupational hazards and appropriate safety precautions. Ability to maintain records in an orderly fashion. Ability to establish and maintain effective working relationships with supervisor, subordinates, co-workers, residents, contractors, and the general public. Ability to read, understand and work from sketches and blueprints, effective leadership skills; the ability to organize a workload; delegate tasks and provide guidance. Experience in multi-family maintenance and experience involving public contact preferred. Knowledgeable in the principles and practices of residential maintenance, rehabilitation and/or construction. Possesses applicable computer skills to manage productivity & reporting requirements. Good oral and written communication skills. Valid Virgin Islands Drivers License and a safe driving record.



Employment applications are available at [www.vihousing.org](http://www.vihousing.org) and at the Central Offices on St. Thomas and 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, 4402 Anna's Retreat #200, St. Thomas, VI 00802-1737. Selected candidates will be contacted.



Robert Graham, CPM,  
Executive Director



Date

