

**GOVERNMENT OF THE VIRGIN ISLANDS
VIRGIN ISLANDS BOARD OF EDUCATION**



VACANCY ANNOUNCEMENT

Job Title: Messenger/Maintenance Engineer **Closing Date:** Open Until Filled
Agency: VI Board of Education **Location:** St. Thomas, US Virgin Islands
Salary: Starting at \$38,734.43 **Class:** Classified

DEFINITION: The Virgin Islands Board of Education's ("VIBE") Messenger/Maintenance Engineer is responsible for transporting Board members, staff, equipment, and other VIBE-related transportation needs. This individual also performs messenger tasks and repair and maintenance work in multi-site operations.

EXAMPLES OF DUTIES: Pick-up and deliver mail, documents, packages, and other items to and from government offices, the post office, or any other location as required. Chauffeur Board members and staff to and from destinations. Maintains a high degree of security and control as well as a safe driving record. Maintains VIBE vehicles, storerooms, and inventory of supplies. Performs a variety of building and grounds maintenance jobs involving a combination of minor skills in carpentry, plumbing, electrical, painting, and/or masonry. Prioritizes duties to keep up with tight deadlines and other demands. Requires interisland travel to assist VIBE in its statutory mandates. Performs other related work as assigned.

MINIMUM QUALIFICATIONS: High school diploma or equivalent, Valid Virgin Islands driver's license required, and ability to lift 50+ pounds.

HOW TO APPLY: Persons interested in this position must submit a completed application and submit a resume. The application package must be emailed to Sandra Bess, Interim Executive Director at sbess@myviboe.com with "Messenger/Maintenance position" in the subject line. The position will remain open until filled.

THIS JOB ANNOUNCEMENT IS NOT INTENDED TO BE ALL-INCLUSIVE. EMPLOYEE MAY PERFORM OTHER RELATED DUTIES TO MEET THE NEEDS OF THE VIBE. THE VIRGIN ISLANDS BOARD OF EDUCATION IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER