



## Virgin Islands Public Broadcasting System

Facilities Coordinator

### Job Posting

The Virgin Islands Public Broadcasting System has an opening for a Facilities Coordinator position located on the island of St. Thomas. The successful candidate will be responsible for managing the facilities, grounds, vehicles, and equipment for the System.

#### Duties and Responsibilities:

- Ensure that the grounds, facilities, vehicles, and equipment for Mountain Top and Havensight are properly maintained and secured at all times, as required;
- Serve as the facilities' 24-hours a day contact person to mitigate any problems with the facilities and/or entities that rent space at the facilities;
- Ability to drive the System's mobile Production Vehicle;
- Coordinate vehicle movement between islands;
- Serve as the liaison to VITEMA;
- Make minor maintenance repairs to the facilities and manage the petty cash funds for miscellaneous items and repairs;
- Check mail box and ensure mail is securely brought to the System;
- Coordinate soliciting of contractors;
- Manage cleaning contracts for facilities to ensure that cleaning is done as per contract requirements;
- Secure facilities in the event of an emergency and/or natural disaster;
- Order cleaning/supply items for the System and ensure that both sites on St. Thomas are stocked with necessary items;
- Assist in supplying manpower and coordinate logistics for company sponsored events;
- Ensure that the facilities are safe and in compliance with OSHA and ADA requirements; and
- Maintain good relationships with vendors and service providers.

#### Qualifications:

- High school diploma or equivalent;
- Prior maintenance experience and the ability to perform minor repairs; *or* any equivalent combination of experience and training that provides the required knowledge, skills and abilities to perform the job;
- Knowledge of OSHA laws and regulations;
- Knowledge of ADA regulations and compliance;
- Prior facilities management experience needed;
- Good written and oral skills;
- Computer literate in Microsoft Office;
- Ability to work flexible hours and be on-call to address emergencies for the System;
- Excellent driving history and ability to drive mobile Production Vehicle with a valid USVI Driver's License;

- Ability to travel and overnight as needed; and
- Ability to lift 30 pounds.

Interested applicants should submit a cover letter, resume, and three (3) professional letters of recommendation by February 22, 2019, to:

Wendy Bailey  
Director of Human Resources  
[wbailey@wtjx.org](mailto:wbailey@wtjx.org)

Virgin Islands Public Broadcasting System is an Equal Opportunity Employer