



## Virgin Islands Public Broadcasting System

### VACANCY NOTICE

#### Facilities Coordinator

Unclassified/ Exempt

Location: St. Thomas, US Virgin Islands

---

#### **Job Summary:**

The Facilities Coordinator is responsible for the facilities management of the St. Thomas property including maintenance for the grounds, vehicles and equipment for the System.

#### **Duties and Responsibilities:**

- Ensure that the grounds, facilities, vehicles, and equipment for St. Thomas locations are properly maintained and secured at all times, as required;
- Administer the Vehicle Maintenance policy;
- 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;
- 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 alignment with OSHA 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;
- Prior facilities management experience needed;
- Good written and oral skills; and
- Computer literate in Microsoft Office.

**Other Requirements:**

- Ability to work flexible hours;
- Ability to drive and must have a valid USVI Driver's License;
- Ability to be on-call (as needed) to address emergencies for the System;
- Ability to travel and overnight as needed; and
- Ability to lift 30 pounds.

**Interested applicants are required to submit a cover letter, resume and three (3) current professional letters of recommendation to:**

Director of Human Resources  
Virgin Islands Public Broadcasting System  
P.O. Box 7879, St. Thomas, VI 00801  
Via Email: [hr@wtjx.org](mailto:hr@wtjx.org)

Visit our website at: <http://www.wtjx.org/employment>

**Application Deadline: Open until filled**

*Virgin Islands Public Broadcasting System is an Equal Opportunity Employer*