

Opening Date: 5 September 2018
Closing Date: 19 September 2018
Location: Tortola
Vacancy Notice No. MCW/13/2018
Job Classification: Grade 4
Ministry/Department/Unit: Public Works Department
Position Details: One year probationary period
Non-established position
Employment Type: Full-time
Remuneration/Benefits: **Entry level salary starts from \$19,440 – 24,867.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Mechanic I

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will repair and maintain vehicles to ensure the health and safety of others.

MAIN RESPONSIBILITIES

1. Troubleshoot and carry out routine maintenance and repairs of all vehicles and equipment to ensure the effective and efficient use of government resources.
2. Clean the workshop and surrounding areas to ensure the health and safety of yourself and others.
3. Assist with the weekly detailing of vehicles in order to maintain vehicles effectively.
4. Perform some administrative duties including keeping a daily log of task and preparing a preventative maintenance schedule.
5. Perform any other related duties as required by Supervisor or any other Senior Officer in order to contribute to the effectiveness and efficiency of the Ministry/Department.
6. Assist the Body repairman/ Welder by preparing vehicles and plants, fabricating and cutting materials for welding as well as assisting with auto body repairs and spraying of vehicles and plants in order to aid the effective repair and maintenance of Government resources.

BEHAVIOURAL COMPETENCIES

1. Plan own time effectively
2. Observe departmental standards for own conduct
3. Manage own work
4. Ensure own actions reduce risk to health and safety
5. Manage customer relationships
6. Contribute to the effective use of resources
7. Communicate clearly and effectively

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Outdoor environment
- Workshop environment
- Exposure to chemicals, dust and fumes

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate or its equivalent
- Three (3) years working experience in the field
- Training in auto mechanic/body welding
- Valid BVI Driver's licence

HOW TO APPLY

All applications for employment must be submitted to the address provided below by the job closing date.

Agency:

**Permanent Secretary
Ministry of Communications and Works
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands**

Or by email: www.hrdbvi@gov.vg

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.