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# Virgin Islands Waste Management Authority

## Job Vacancy Announcement

### Equipment Maintenance Specialist

### St. Croix

**Exempt**

**SALARY: Commensurate with Experience**

**DEADLINE: Open Until Filled**

**SUMMARY:**

The Equipment Maintenance Specialist is responsible for overseeing the day-to-day maintenance and operations of various equipment, including daily inspections. Critical to the success of this role is the ability to maintain sensitive information confidentiality. The position exercises considerable independence of action in routine inspection and maintenance. When working in the field, there is exposure to dirty, noisy, and dusty conditions, disagreeable odors, and unpleasant weather.

**DUTIES AND RESPONSIBILITIES:**

- Provides guidance to Solid Waste and Wastewater Staff and Operations on tasks required for maintaining equipment.
- Plan, estimate, and schedule jobs and assure completion of work in a timely manner.
- Coordinate and dispatch heavy equipment to the Solid Waste and Wastewater Division.
- Supervise daily cleaning and routine maintenance of Solid Waste rear loaders and roll-offs.
- Keep current inventory of necessary supplies.
- Conduct pre- and post-inspections on all vehicles with the drivers or operators and ensure all reports are turned in to the Equipment Manager at the end of the day.
- Screen and assign equipment repair orders and assist in completing work orders as necessary.
- Maintain accident report logs, follow up with the Health & Safety Division to

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- ensure proper documentation is completed.
- Performs all other duties as assigned by supervisor.

**EDUCATION, LICENSE, AND EXPERIENCE:**

- A High School Diploma or Equivalent (from an accredited institution) is required.
- Three years of relevant experience, including at least one year with a utility, government agency, or public service organization.
- A valid Virgin Islands Driver's License is required.

*Virgin Islands Waste Management Authority is an Equal Opportunity Employer*

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