

Opening Date: 18 May 2018
Closing Date: 1 June 2018
Location: Tortola
Vacancy Notice No. MCW/08/2018 (**INTERNAL APPLICANTS ONLY**)
Job Classification: Grade 05
Ministry/Department/Unit: Public Works Department
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$21,287 - \$33,827** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Heavy Equipment Operator III

INTERNAL APPLICANTS ONLY

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will operate heavy equipment and maintain equipment in order for works to be completed efficiently and to an acceptable standard. **SEEKING TO RECRUIT INTERNAL OFFICERS ONLY WHO FALL WITHIN THE GRADE 1 TO 6 RANGE.**

MAIN RESPONSIBILITIES

1. Operates and maintains the department's heavy equipment in order to assist in the day to day running of the department.
2. Ensure the safe custody and care of assigned equipment and make daily checks of heavy equipment assigned to ensure effective and efficient use of department resources.
3. Transport work crew to and from the job sites daily for effective and efficient operations.
4. Assist in collecting and delivering supplies and materials to ensure that works can be completed in a timely manner.
5. Assist in placing safety signs along roads being repaired as well as keeping the workshop and surrounding area clean in order to protect the health and safety of others.
6. 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.

BEHAVIOURAL COMPETENCIES

1. Manages self to ensure conduct meets departmental standards
2. Develops and maintains effective working relationships
3. Develops and maintains effective working relationships
4. Plans and allocates work to the team
5. Maintains the quality of the work of the team

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Outdoor environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Certificate or equivalent
- Five (5) years working experience
- Valid BVI driver's licence (B/C/D where applicable)
- Sound knowledge of Government structure, policies and procedures
- Ability to safely operate all heavy equipment and trucks
- Sound oral and written communication skills
- Sound interpersonal skills

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme 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.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

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.