

Port Maintenance Supervisor, 3128

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- Prepares standard reports related to work completed, materials used and supplies needed;
- Initiates City stores, petty cash, and procurement card purchases;
- Prepares timesheets, daily work orders, purchase orders, sub purchase orders, workers compensation claim forms, and budget appropriation requests; and
- May occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

Knowledge of:

- Methods, equipment, and materials used in the construction, maintenance, and repair of marine terminal facilities including wharves, piers, warehouses, buildings and waterways;
- Layout and location of port facilities and terminals;
- Safety codes pertaining to construction and maintenance of marine terminal facilities;
- Regulations regarding the safe operation of boats and other equipment on waterways;
- Budgeting for equipment and cost estimation procedures;
- Techniques of training, counseling, evaluating, and disciplining subordinates;
- Memorandum of Understanding as they relate to subordinate personnel; and
- Supervisory principles and practices including equal employment opportunity responsibilities.

Ability to:

- Read and interpret schematics, plans, and specifications pertaining to port maintenance activities;
- Analyze problems related to port maintenance activities;
- Supervise labor and maintenance crews performing a variety of port construction and maintenance activities;
- Communicate orally and in writing in a clear and effective manner;
- Deal tactfully and effectively with City officials, Transportation Security Administration officials, employees, and the public;
- Operate a personal computer to input data into a Computerized Maintenance Management System and generate written reports; and
- Fulfill supervisory equal employment opportunity responsibilities as indicated in the City's Equal Employment Opportunity program.

Requirements:

1. Four years of full-time paid experience as a manual laborer in construction or maintenance of marine terminal facilities; or
2. Two years of full-time paid experience as a semi-skilled worker or a leader of a crew of manual laborers in construction or maintenance of marine terminal facilities.

Conditions of Employment:

1. Completion of the United States Coast Guard Boating Skills and Seamanship class is required, and will be provided on the job.
2. Must obtain a Transportation Workers Identification Card (TWIC) prior to completing probation.
3. Must obtain a US Customs Security Clearance prior to completing probation.
4. Certain positions may require a Class B Commercial Driver's License prior to completing probation.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare that the duties and responsibilities of any position shall be.