



JOB DESCRIPTION

Job Title: Assistant Manager – Maintenance and Repair **FLSA Status:** Exempt

Reports to: Maintenance and Repair Manager – STS Cranes

Department: STS Maintenance

Location: Garden City

JOB OVERVIEW:

Under the supervision of the Maintenance and Repair Manager – STS Cranes, the Assistant Manager of Maintenance and Repair assist the Department Manager with Maintenance Planning, Training, Safety & Special Projects and scheduling work. Compiles computer-based reports and special projects. Upholds the values of the GPA to promote Safety, Integrity, Respect, Community, Creativity and Opportunity. Promotes a safe work environment by participating in safety initiatives and reporting unsafe conditions and behaviors.

JOB DUTIES AND RESPONSIBILITIES:

1. Works closely with Maintenance Managers and Foremen. Makes appropriate recommendations for correction of hazards, procedural discrepancies and deterioration of equipment, schedules Maintenance activities, and updates PMs and work orders for efficiency and improvements.
2. Consults with Operations to determine their needs and coordinate Maintenance support. Sets priorities and standardizes procedures and monitors. Plans the daily and weekly activities of all Maintenance departments.
3. Coordinates emergency repairs with other divisions, monitors maintenance of parts and materials necessary for routine and emergency situations. Develops long range preventive and routine maintenance plans and training for Maintenance employees.
4. Assists Managers and Foremen in job planning function, along with job cost summaries, parts requisitions and equipment modification. Monitors progress of ongoing work.
 - Maintains all maintenance planning aspects of SAP including releasing and closing of preventative maintenance work orders.
 - Schedules all equipment inspections by outside independent inspection agencies. Maintains all OSHA inspection reports and certificates. Insures that all items identified by inspections are corrected in a timely manner.
5. Assists Maintenance Managers in the development of equipment specifications and bid package review.
6. Audits inventory of parts to ensure proper accountability and amount of spare parts on-hand.
7. Audits PM program for updates and compliance.

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8. Consults with the Maintenance & Repair Manager - STS to set up preventive maintenance procedures.
9. Exhibits a high degree of leadership and must at all times be capable of resolving any problems in the Maintenance area.
10. Performs with the objective in mind that they are responsible to keep the Port and equipment operating in a safe and productive manner.
11. Creates, modifies, analyzes and distributes financial reports, cost and utilization reports and other to departments using Microsoft Office and SAP, as necessary.
12. Develops long range preventive and routine maintenance plans for GPA equipment.
13. Creates, modifies, analyzes and distributes preventive maintenance and utilization reports.
14. Performs other duties as assigned.

JOB REQUIREMENTS:

Knowledge, Skills and Abilities:

Extensive computer experience with database and inventory programs and an aptitude for computer programming desired. Planning and scheduling experience and job estimating, for both labor and material, necessary. Ability to deal effectively and professionally with the GPA staff on all levels as well as customers and the general public required. Excellent oral and written communication skills required.

Education and/or Experience:

Four year college degree in engineering, or related technical field required. Three years of related work experience desired. Prior supervisory experience desired.

Other Requirements:

Must meet the criteria for and obtain a Transportation Worker Identification Credential (TWIC). Valid state driver's license required.

Note: This job description is not necessarily an exhaustive list of all duties, responsibilities, job requirements or working conditions associated with the job. Management reserves the right to revise the job or to require the performance of different or additional tasks. The employee must be able to perform the essential functions of the job, with or without reasonable accommodation, and without direct threat to the health or safety of others. 6/2021

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