

Posting Period

July 19, 2016 –
Open Until Filled

Compensation

Starting salary range is
\$5,896/mo - \$7,665/mo

*represents min to mid of range.

Benefits

This position offers an excellent benefits package, including coverage for medical, prescription, dental and vision.

FLSA Status

Non-Represented
(Exempt)

Department

Equipment Maintenance

Reports To

Director, Equipment
Maintenance



For question or inquiries, please contact the Human Resources Department at hr@portoftacoma.com



Job Summary

This position is primarily responsible for managing night shift activities of Equipment Maintenance personnel. The Maintenance Manager will also assist with terminal operations and interface with Port Security during swing and graveyard (hoot) shift hours. Responsibilities include, but are not be limited to, providing oversight to the Maintenance Foreman and Leads and resolving maintenance and terminal operations issues that arise during night hours and ensuring planned work is accomplished in a safe and efficient manner. Typical work schedule is Sunday-Thursday, 4:00 pm-12:00 am. Other hours/days as required.

Essential Functions and Duties

- Effectively manage the activities of the swing shift and hoot shift maintenance teams ensuring work is carried out in an efficient and safe manner.
- Review timesheets and confirm proper accounting of job task assignments and labor hours in e-time for all shifts in both Equipment and Facilities Maintenance. Review operations' nightly payroll for accuracy. Provide feedback to management in maintenance and operations on night-time operational, performance and payroll issues.
- Disseminate work orders and coordinate with the Maintenance Planner on issues as it relates to planned work for swing and hoot shifts. Define priorities as required by emergent situations.
- Assist the department director with departmental planning, operating and capital budgeting, workforce forecasting and routine administrative activities.
- Prepare night activity status reports and develop plans for the following night's operations as required. Review and recommend corrective actions when projects deviate from planned budgets and schedules.
- Execute operational plans during night-time operations on Port (including NWSA licensed) terminals and intermodal yard(s).
- Perform supervisory duties in the absence of the Director.

Required Experience and Education

Minimum education requirement is a Bachelor's Degree in Business, Logistics, Engineering, or related discipline. Completion of at least one (1) trade school related to Equipment/Facilities maintenance and repair is required.

Previous work experience should include a minimum of five (5) years in various positions of responsibility in light/heavy equipment repair/maintenance or Facilities Project Management, to include experience supervising a work unit, division or team. Experience working with a unionized workforce is preferred.

Maintenance Manager (Swing) - Recruitment #369

Ideal Candidate

This position requires basic knowledge in marine cargo-handling and other heavy equipment including related electrical, mechanical and structural components and systems. The ideal candidate will have at least one (1) year of working knowledge in marine terminal and stevedoring operations. Proficiency with personal computers, including MS Projects and other Office software (Word, Excel, and Power Point), Energy Maintenance Management Systems (EMMS), and Computer Maintenance Management Systems (CMMS) is required. The successful candidate will have the ability to organize and plan activities for a maintenance and operation team and hold employees responsible, working knowledge of applicable electrical codes, environmental codes, safety rules, standards and regulations, including relevant sections of the WAC, NEC, NFPA, etc. The position requires organization and communication skills, which include the ability to justify major equipment expenditures, promote harmonious relations with Labor partners and support a participatory workplace environment, promoting mutual respect and acceptance of the abilities and viewpoints of all employees in a diverse work group. Must retain basic certifications in first aid/CPR.

This individual must possess the ability to align with the vision, goals, and constructive culture desired at the Port of Tacoma; demonstrate enthusiasm, vitality and creativity; demonstrate a strong customer service attitude and treat all individuals with courtesy, dignity and respect and actively support and clearly communicate the goals, objectives and strategies of their individual department, and the Port. Serves as a resource to employees and leaders who manage and maintain the Port's equipment and facilities in a cost-effective manner to ensure safety, reliability, efficiency and environmental compliance.

Benefits

As an employer of choice, the Port is proud to offer an excellent benefits package. This includes medical, prescription, vision and dental with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. In addition, the Port also offers vacation, twelve paid holidays, sick leave, bereavement leave, participation in the Washington State Public Employees' Retirement System (PERS) and a Port-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. The Port's excellent benefits package is valued between 45%-55% of base salary. Other excellent benefits are also available.

Employment Eligibility

In accordance with the Immigration Control and Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Proof will be required prior to employment.

The successful candidate must possess (or obtain within 30 days of employment) a valid driver's license. Candidate must be able to successfully complete a post-offer substance abuse test (includes both drug and alcohol) and background investigation. Candidate must also be able to obtain/maintain a Transportation Worker Identification Credential (TWIC), which is a program managed by the Department of Homeland Security (DHS). Information on this program can be viewed [here](#).

Application Process

All applicants **must** complete a Port of Tacoma application online at <https://careers.portoftacoma.com>. All applications must be submitted on or prior to the closing date. **Only applications meeting the qualifications based on the information provided may be considered for interview.**

(The conditions of employment for this position are "At-Will" which means that either the Port or an employee can terminate the employment relationship at any time and for any reason not prohibited by statute. No supervisor, manager or director of the Port, other than Chief Executive Officer, has the authority to alter these employment conditions.)

THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.

