

Posting Period

May 23, 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
(Non-Exempt)

Department

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 responsible for creating and updating plans for major equipment repairs, equipment structural projects, Facilities Projects and acquisition projects. Also, furnishing technical advice and training to shop employees, assisting in the development of technical specification documents, reviewing Original Equipment Manufacturer (OEM) proposals and supporting the department director in the general administration of the department.

Essential Functions and Duties

- Create and maintain plans for major equipment acquisitions and repair projects. Develop project scopes, schedules and itemized cost estimates. Issue project justification memoranda and statements. Provide recommendations on major project timing and sequencing.
- Oversee all Equipment and Facilities Maintenance project from start to completion and providing feedback on results of project. Work collaboratively with POT Engineering dept. during projects.
- Provide technical advice as respects electrical and mechanical components and systems to support replacement or maintenance, breakdown troubleshooting and repair. Issue equipment performance (uptime and utilization) reports.
- Remain abreast of new developments in the material handling field to recommend equipment purchases and contracts for reducing costs, improving reliability and efficiency and maintaining compliance. Coordinate related activities with the Contracts and Purchasing department.
- Assist the Director, Maintenance with departmental planning, operating and capital budgeting, work force forecasting, and routine administrative activities.
- Ensures timely and accurate reporting. Prepares project status reports and develops project budget estimates and project schedules, as required. Reviews and recommends corrective actions when projects deviate from engineering estimates, schedules, or contract documents.
- Oversee all request for bid processes for Facilities and Equipment Maintenance Dept. Work along with the Procurement Dept. to ensure compliance of POT bidding procedures.
- When applicable, support JATC functions, including attending regular apprenticeship meetings, monitoring apprenticeship activities and program compliance and reviewing apprentice time records.
- Perform supervisory duties in the absence of the director.

Required Experience and Education

Minimum education required is as follows: A Bachelor's degree in Engineering, or related field. A focus in mechanical engineering is highly preferred.

Previous work experience should include a minimum of five (5) years in various positions of responsibility in light/heavy equipment repair/maintenance/structural project management or facilities project management. Experience working with a unionized workforce is preferred.

Maintenance Project Manager- Recruitment #360

Ideal Candidate

This position requires extensive knowledge in marine cargo-handling and other heavy equipment including related electrical, mechanical and structural components and systems. The ideal candidate will be capable of system troubleshooting and have a working knowledge of 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 related to major projects and equipment acquisitions, 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, plan major projects, 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.

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.

