

EQUIPMENT MAINTENANCE MANAGER

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of the Equipment Maintenance Division of the Port Authority of Guam.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all of the duties which may be assigned; any one position may not include all the duties listed.)

Administers the programs and activities of the Equipment Maintenance Division comprised of Maintenance Control, Crane Maintenance, Fleet Maintenance, Welding, and Corrosion Control Sections.

Formulates and administers administrative and operational policies and procedures of the Equipment Maintenance Division relating to the maintenance and repair programs and activities of the Port's cargo handling equipment.

Maintains inspections of Port cargo handling equipment to determine and develop means of improving existing methods of operations, submits plans and recommendations for expansion of the cargo handling equipment fleet and evaluates and formulates standard operating procedures and policies. Provides management with advice on efficiency and effectiveness of methods and procedures.

Prepares the Port's annual and five-year acquisition of cargo handling equipment needs for management's approval. Participates in the forecast of funds needed for staffing, equipment, materials and supplies. Monitors and approves expenditures and implements adjustments.

Participates in the development and implementation of goals, objectives, policies and priorities for assigned maintenance and repair of marine cargo handling equipment programs. Recommends and administers policies and procedures and staffing levels.

Plans, directs, coordinates, evaluates and reviews the work plan for assigned staff. Assigns work activities, projects and programs. Reviews and evaluates products, methods and procedures. Meets with subordinate staff to identify and evaluate problems.

Works closely with consultants and Port Operations, CIP/Engineering, Strategic Planning and Procurement & Supply staff on the design, manufacturing and acquisition of new cargo handling equipment. Reviews, design and inspects job sites for safety and operational efficiency. Develops and implements quality control procedures to ensure all work meets or exceeds industry standards.

Reviews specifications for performance of specialized preventive maintenance and overhaul work by employees and/or outside contractors. Provides management with technical advice on maintenance and repair on cargo handling equipment methods and procedures.

Performs other duties as required or assigned.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of:

- Operational, characteristics, services and activities of seaport cargo handling equipment maintenance and repair system.
- Principles, methods and practices used in the maintenance and repair of seaport cargo handling equipment.
- Occupational hazards and standard safety practices.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal and local laws, codes and regulations.

Ability to effectively:

- Administer the programs and activities of the seaport cargo handling maintenance and repair system.
- Oversee, direct and coordinate the work of staff.
- Supervise, train and evaluate staff.
- Evaluate operational effectiveness and recommend changes in organization, policies and procedures to improve effectiveness.
- Monitor the operational efficiency of the cargo handling equipment and schedule needed maintenance.
- Participate in the development and administration of the Agency's goals, objectives and procedures.
- Prepare clear and concise administrative reports.
- Analyze problems, identify administrative solution, project consequences of proposed actions and implement recommendations in support of goals.
- Establish and maintain satisfactory working relationship with the general public, local and federal personnel, co-workers and subordinates.

MINIMUM EXPERIENCE AND TRAINING:

- A. Seven (7) years of progressively responsible experience overseeing or performing functions in an effective program administration, operations or planning of a seaport cargo handling maintenance and repair program, to include three (3) years as a direct supervisor responsible for the direction and evaluation of staff; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program from a recognized, accredited or certified vocational technical institution in specialized field required for the job.

ESTABLISHED:

AMENDED:

PAY GRADE:

Structural Adjustment – Minimum:	PP-6A \$123,980
Structural Adjustment – Maximum	PP-7A \$129,014

EVALUATION POINTS: 1229



DOROTHY P. HARRIS
Chairperson, Board of Directors