JOB DESCRIPTION

DEPARTMENT: Operations

JOB TITLE: Maintenance Worker

REPORTS TO: Director of Safety

JOB PURPOSE: The Maintenance Worker is responsible for all maintenance, repair, cleaning of all Port property and mooring/unmooring all vessels at Port facilities 24/7.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for mooring/unmooring vessels in a timely manner in order to properly serve customers of the Port 24/7.
- Responsible for opening transit shed doors at the beginning of each day as required.
- Responsible for raising and lowering flags at executive office; making deliveries, pickups, and other errands involving Port truck for executive and dock offices.
- Responsible for assembling inventory of supplies for executive office, dock office, and maintenance crew.
- Responsible for operating Port sweeper as required and keeping daily log involving hours worked, maintenance, and repair needs.
- Responsible for cleaning and maintaining transit sheds, docks, and railroad tracks; changing light bulbs in executive office, dock office, and transit sheds.
- Responsible for replacing air conditioning units' filters (3) once a month (main office).
- Responsible for operating sweeper and forklift when required.
- Responsible for yard maintenance, tree trimming, and painting curbs, mooring dolphins, rail bumpers, and other areas as required.
- Responsible for freshwater hookup for vessel.
- Responsible for reporting maintenance items deemed necessary to the terminal offices, including all light replacements.
- Responsible for reporting safety hazards to terminal office.

- Responsible for minor repairs to sweeper, track repairs, minor truck repairs when required, and minor repairs to transit shed doors.

- Perform other duties as assigned.

QUALIFICATIONS

- High School Diploma or GED Equivalent or any combination of education, training and experience that demonstrates the ability to perform the duties of the position.

- Must possess a valid Texas State driver's license.

- Must possess or have the ability to obtain a Transportation Worker Identification Credential (TWIC).

AMERICAN WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; talk and hear and occasionally required to sit.

- The employee must frequently lift and/or move more than 100 pounds.

- Specific vision abilities required include close vision, distance vision, color vision and depth perception.

- Able to work extended hours in varying weather conditions.

- Able to operate various types of tools and equipment safely and efficiently.

- Be able to withstand extreme weather conditions.

WORK ENVIRONMENT

- Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is at times exposed to weather conditions.

- Noise level in the work environment is usually moderate to noisy.

I have read the Job Description and provided by the Port of Port Arthur and can perform all duties as listed without accommodation.

_____ _____

Date