

PORT FACILITIES SUPERVISOR

PURPOSE OF POSITION: To plan, execute and supervise all Port operational duties and the maintenance of facilities and equipment, to act as the Port's facility security officer and to act as principal backup for the Port Operations Manager.

ESSENTIAL FUNCTIONS:

- ❖ Plan, implement and supervise all day to day work needed to maintain the Port's facilities, including marine facilities, railroads, grounds, equipment, cranes and buildings.
- ❖ Plan and supervise the work of others.
- ❖ Develop plans for all operational activities under the direction of the Operations Supervisor, and for the repair and maintenance of Port infrastructure, facilities and equipment.
- ❖ Manage the implementation of such plans to ensure the highest level of service quality in providing operational services to tenants and customers.
- ❖ Assist the Operations Supervisor in the daily running of Port activities and respond to the needs of port tenants for the use of cranes, equipment and other services provided by port staff.
- ❖ Act as Port facility security officer under the regulations of the Department of Homeland Security.
- ❖ Perform other related duties as assigned.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree from an accredited college or university in Civil or Mechanical Engineering, Facility Management, or a closely related field.
2. At least four (4) years of experience working in a large complex facility with responsibility for large-scale maintenance projects including the repair of buildings, facilities, and large-scale equipment. Two years of this experience must be as a supervisor or manager.

OR

Associate Degree from a technical college in a technical, engineering, mechanical or other field related to the duties of this position and six (6) years of the above experience.

Note: Other equivalent combinations of training and experience may be considered

3. Valid Wisconsin Driver's license at time of appointment and throughout employment.
4. Residency in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- ❖ Experience with commercial port operations.
- ❖ Experience with the maintenance and repair of marine facilities and equipment.
- ❖ Experience with the maintenance and repair of railroad tracks.
- ❖ Experience with facility security and employee safety.
- ❖ Experience in expediting work orders.
- ❖ Experience in working in a large manufacturing production, distribution, or warehouse environment.

KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Strong customer service skills
- ❖ Mechanical ability
- ❖ Ability to prioritize and handle multiple tasks
- ❖ Strong supervisory skills
- ❖ Knowledge of railroad maintenance
- ❖ Basic computer skills
- ❖ Ability to build and maintain good working relationships with a variety of people.
- ❖ Effective written and oral communications skills

THE CURRENT SALARY RANGE (08) IS: \$54,814 to \$76,736 annually.