

Port Maintenance Supervisor
(Code No. 3128)
Task List 2016

1. Plans, assigns, directs, coordinates, and evaluates the work of semi-skilled, labor, and custodial employees engaged in a variety of custodial, construction and maintenance activities in a marine environment, which includes custodial services, cleaning Harbor waterways, cleaning and scrapping boats and barges, working within the vicinity of railroad tracks and switch gears, land clean-up, and weed abatement.
2. Coordinates with other divisions on moving furniture and equipment throughout the port when requested.
3. Works with various trades including plumbers, electricians, pile drivers, carpenters, and other classifications in providing assistance with specific tasks.
4. Places ship moorings, camels, and fender logs for berthing.
5. Coordinates with public relations, other government agencies, private entities, and divisions within Port jurisdiction the set-up of facilities for large and small Port events such as Cars and Stripes, Fleet Week, Lobster Festival and more.
6. Inspects facilities and equipment such as small power equipment, vehicles and playground equipment for maintenance and repair requirements, and submits a request for service to the Equipment Repair Supervisor if equipment is not functioning properly or in need of preventative maintenance.
7. Investigates complaints from tenants, employees, and the public concerning terminal and port facility conditions.
8. Estimates the conditions of port facilities and necessary staff to complete job assignments such as weed abatement, custodial services, and initial property conditions, and requisitions materials as needed to complete assigned tasks.
9. Conducts safety meetings twice a month, or before special assignments in order to enforce all safety regulations, and enforce the use of personal protective equipment working with our risk management division, or the Department's training coordinator.
10. Prepares standard reports via Computerized Maintenance Management system (Maintstar) related to work completed, materials used and supplies needed to be sent to the manager of planning and coordination.
11. Orders materials and supplies from City/Department warehouses using the City's internal procurement process, petty cash, and procurement card (credit card).
12. Creates timesheets, daily work orders, purchase orders, sub purchase orders, workers compensation claim forms, accident investigation reports, and budget appropriation requests via Microsoft Office.
13. May occasionally be assigned other duties, or act as a second level supervisor for training purposes or to meet technological changes or emergencies.