



STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 11/2016

Effective 3/25/2022

COMPENSATION DIVISION
DEPARTMENT OF STATE CIVIL SERVICE
P.O. BOX 94111 - CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCSPDS@la.gov

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

UPDATE AGENCY APPEAL MASTER 4 # requested

JOB CORRECTION 5.3 APPEAL CAREER PROGRESSION GROUP

NEW POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE 5200 / 0P26	POSITION NUMBER 50639080, 50639081 50639083, 50639086
CURRENT PAY LEVEL WS219	CURRENT OFFICIAL JOB CODE 171110
REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)

REQUESTED OFFICIAL JOB TITLE

Port Crane Technician 4 (CPG)

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER 50025820	COST CENTER NUMBER /FUND	WORK PARISH Calcasieu Parish	PERSONNEL SUBAREA 5000
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EMPLOYEE GROUP (CHOOSE ONE)

FT HOURLY FT SALARY PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST	Employee Qualifies For Job <input type="checkbox"/> Yes <input type="checkbox"/> No	HUMAN RESOURCES CONTACT Jo Ellen Elliott
AGENCY/DEPARTMENT - OFFICE - DIVISION Lake Charles Harbor & Terminal District		HUMAN RESOURCES TELEPHONE (337) 493-3530
OFFICIAL TITLE OF SUPERVISOR Port Crane Supervisor	DIRECT SUPERVISOR'S POSITION NUMBER 50639001	HUMAN RESOURCES EMAIL jelliott@portlc.com

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

DETERMINES WORK ASSIGNMENTS RECOMMENDS HIRING/PROMOTIONS TRAINS STAFF
 REVIEWS AND APPROVES WORK PREPARES & SIGNS PES RATING APPROVES LEAVE

0	NUMBER OF DIRECT SUBORDINATES
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6 ATTACHMENTS

Check to indicate attachments.

Organizational Chart (required) Duties / Responsibilities (required) Comments MJD Position Numbers Contracted Personnel Form

7 SIGNATURES

Sign and print below.

EMPLOYEE	DATE	<input type="checkbox"/> I certify that the information in this document is true and correct to the best of my knowledge. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
DIRECT SUPERVISOR	DATE	<input type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
APPOINTING AUTHORITY (Required)  RICHERT L. SELF - EXECUTIVE DIRECTOR	DATE 3-24-22	<input checked="" type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

Performs advanced level duties in the repair and maintenance of cranes, equipment and vehicles used at the Lake Charles Harbor & Terminal District (Port of Lake Charles)

This is a Career Progression Group allocated at the highest level (Port Crane Technician 4) and may be under filled at any point in the job group. All of the duties of this position will be performed once the experience, as well as other requirements, have been gained. The District shall define and set guidelines for advancement.

Must be able to safely walk, climb, bend, stoop, push, pull, lift objects weighing 30 pounds or more; work outdoors in all types of weather; work around waterfront.

Port Crane Technician 1:
Entry Level

Differs from Port Crane Technician 2 by the absence of independent responsibility for troubleshooting and maintenance tasks of cranes, ship loaders & unloaders.

Port Crane Technician 2:
Experienced

Differs from Port Crane Technician 3 by the absence of advanced level troubleshooting duties.

Port Crane Technician 3:
Advanced

Differs from Port Crane Technician 2 by the presence of advanced level troubleshooting duties.
Differs from Port Crane Technician 4 by the absence of crew leader responsibilities

Port Crane Technician 4:
Advanced

Differs from Port Crane Technician 3 by the presence of crew leadership responsibilities.

DUTIES FOR PORT CRANE TECHNICIAN 4 (WS 219)

The incumbent may routinely provide functional supervision over lower-level technicians to lead in the maintenance, testing and repair of computer-driven Port Cranes. This position requires advanced skills in all categories including but not limited to mechanical alignment, hydraulics, PLC's, HMI's and variable frequency drives and the ability to demonstrate those skills. This position receives additional training in order to facilitate the efficient performance duties and/or required tasks. This is a safety sensitive position that requires random drug screening throughout the year. The incumbent is required to be knowledgeable and capable of the safe operation of various types of equipment required to fulfill the needs of the position and the Port. The incumbent shall utilize a telephone, cell phone, two-way communication device, computer, and email to facilitate communications as required. The incumbent must be able to perform duties many times without direct supervision and be knowledgeable enough to interpret unforeseen conditions as they may arise.

10% Crane Operation for Maintenance and Testing: Incumbent is responsible for the safe operation of the crane during maintenance and testing functions.

55% Crane Electrical Repairs: Incumbent is responsible for performing all electrical maintenance on the Port's rail mounted gantry cranes and rubber tire mobile harbor cranes. This includes, but is not limited to inspection, testing, routine maintenance, periodic maintenance, preventive maintenance, repairs and replacement (or all in part) to all electrical systems. This includes, but is not limited to complex electrical/electronic systems, computer programs, and programmable logic controllers. Heavy industrial/solid state/analog and digital/ variable and single speed static and dynamic controlled systems, Ethernet cables, fiber optic cables, electronic cards, motor starters, coaxial cables, proximity switches, circuit breakers, bus interfaces and reversing contactors. Incumbent accurately interprets manuals, schematics and diagrams for inspection and troubleshooting. Uses standard tools such as voltmeters, amp meters, watt meters and related equipment. Directs and assists other technicians in the repair or replacement of gear reduction systems and driveline assemblies, sheaves, drums, bearings, pins, block and wire ropes. Installs and aligns electric motors, couplings, bearings, gears and cylinders to appropriate tolerances.

30% Crane Mechanical and Hydraulic Repairs: Incumbent is responsible for performing all mechanical and hydraulic maintenance on the Port's rail mounted gantry cranes and rubber tire mobile harbor cranes. This includes, but is not limited to inspection, testing, routine, periodic and preventive maintenance, repairs and replacement (all or in part) to all mechanical and hydraulic systems. This includes, but is not limited to greasing/lubricating all moving parts and equipment as required, maintaining and repairing structural components and cranes, spreader bars, open and closed gearboxes, changing of large industrial wire ropes, installation of bearings, rollers and sheaves, maintenance and repair of large diesel engines and maintenance and repair of multifunction hydraulic control units and systems. Incumbent may be required to assist and or monitor specialized contractors performing repairs to the cranes or support equipment. Directs and assists other technicians in rebuilding and or repair of hydraulic control systems and components.

5% General Crane Facility Maintenance: The incumbent is required to assist other maintenance forces in the general upkeep of the Port's facilities as directed by the supervisor.

Performs other duties as needed or assigned.

GUIDELINES FOR ADVANCEMENT IN THE CRANE TECHNICIAN 1-2-3-4 SERIES

Basis for advancement in the Crane Technician Series requires that an employee must be on permanent status and possess the minimum qualifications required by Civil Service. The employee must have demonstrated cooperation, a willingness to work, safe, satisfactory job performance, and overall understanding and skill to perform these duties. He/she must have earned an overall rating of at least "Successful," on his/her last performance rating. The employee must have received recommendation for advancement from his/her supervisors and approval by the Appointing Authority (Executive Director).

PORT CRANE TECHNICIAN 1 (WS-215)

MINIMUM QUALIFICATIONS:

One year of general experience in the installation, maintenance or repair of hydraulic, mechanical, electrical, and/or electronic systems in either a commercial or industrial setting; or one year general experience in the maintenance or repair of computer-driven heavy equipment.

PORT CRANE TECHNICIAN 2 (WS-216)

MINIMUM QUALIFICATIONS:

Two years of experience in the maintenance and repair of computer-driven cranes.

SUBSTITUTIONS:

Four years of general experience one of more of the following will substitute for a maximum of one year of computer-driven crane experience:

1. Installation, maintenance or repair of hydraulic, mechanical, electrical, and/or electronic systems in either a commercial or industrial setting.
2. Maintenance or repair of computer-driven heavy equipment.

PORT CRANE TECHNICIAN 3 (WS-218)

MINIMUM QUALIFICATIONS:

Three years of experience in the maintenance and repair of computer-driven cranes and requires advanced skills in mechanical alignment, hydraulics, PLC's, HMI's and variable frequency drives.

SUBSTITUTIONS:

Four years of general experience one of more of the following will substitute for a maximum of one year of computer-driven crane experience:

1. Installation, maintenance or repair of hydraulic, mechanical, electrical, and/or electronic systems in either a commercial or industrial setting.
2. Maintenance or repair of computer-driven heavy equipment.

PORT CRANE TECHNICIAN 4 (WS-219)

MINIMUM QUALIFICATIONS:

Four years of experience in the maintenance and repair of computer-driven cranes and requires advanced skills in mechanical alignment, hydraulics, PLC's, HMI's and variable frequency drives.

SUBSTITUTIONS:

Four years of general experience one of more of the following will substitute for a maximum of one year of computer-driven crane experience:

3. Installation, maintenance or repair of hydraulic, mechanical, electrical, and/or electronic systems in either a commercial or industrial setting.
 4. Maintenance or repair of computer-driven heavy equipment.
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QUALIFICATION REQUIREMENTS:

- **NECESSARY SPECIAL REQUIREMENT:** New employees must be able to obtain a Transportation Workers Identification Card (TWIC). When hired, employees who do not already possess a TWIC must immediately apply. Failure to obtain the required card may be grounds for termination.
- **NOTE:** Computer-driven heavy equipment can include, but is not limited to, industrial cargo handling equipment, various types of cranes, conveyors, combines, dredges, movable bridges, gangways, subways, elevators, airplanes, etc.
- **SUBSTITUTIONS:** Training in a vocational technical school or military school in the installation, maintenance or repair of hydraulic systems, mechanical systems, electrical systems, electronic systems, and/or computer-driven heavy equipment will substitute for general experience on a month for month basis.