



POSITION DESCRIPTION

Form Revision Date: 7/2021

Effective Date 3/25/2024

1 TYPE OF REQUEST

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

UPDATE AGENCY APPEAL MASTER ___ # requested

JOB CORRECTION 5.3 APPEAL CAREER PROGRESSION GROUP

NEW POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE 5200 / OP26	POSITION NUMBER 50388577
CURRENT PAY LEVEL WS217	CURRENT OFFICIAL JOB CODE 168860
REQUESTED PAY LEVEL Same	REQUESTED OFFICIAL JOB CODE Same

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

REQUESTED OFFICIAL JOB TITLE
Same

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

ORGANIZATIONAL UNIT NUMBER	WORK PARISH	PERSONNEL SUBAREA	EMPLOYEE GROUP (CHOOSE ONE) <input type="checkbox"/> FT HOURLY <input type="checkbox"/> FT SALARY <input type="checkbox"/> PT HOURLY
COST CENTER	GRANT	FUND	WBS ELEMENT
			ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST Vacant	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 00238398	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

14	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) 	DATE 3-22-24	<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.

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

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.

Supervises a crew of Electricians, Port Facility Maintenance Specialists, Port Facility Master Mechanics, and/or Helpers in the maintenance and repair of the Lake Charles Harbor & Terminal District's (Port of Lake Charles) facilities, electrical systems, mechanical & electrical equipment, railroads and other property.

Performance of duties requires the ability to perform manual physical labor such as standing, stooping, bending, walking, pushing, pulling, climbing and lifting 30 pounds or more; work outdoors in all types of weather; work around waterfront

- 40% Plans and supervises the work of the Electricians, Mechanics and/or Maintenance Specialists employed by the District;
Evaluates the performance of employees and approves leave;
Identifies specialized training needs for staff;
Ensures that Maintenance employees have a full knowledge and understanding of the District's Work Order System;
Develops/modifies preventive maintenance task instructions for the District's computerized maintenance management system;
Prioritizes and assigns work orders;
Utilizes the District's assets and employees to ensure the preventive maintenance of the District's facilities and equipment is conducted and documented in a manner that promotes a high level of safety and reliability;
Inspects the work of subordinates to ensure compliance and quality
- 10% Assists other Maintenance Departments of the District, as well as the Operations Departments, in their daily operational duties as needed;
Participates in the planning of the operating budget and identifies major projects for the capital improvement program
- 20% Inspects conveyor systems, grounds, docks, ship loading and unloading equipment, etc. to determine the need for various types of repairs or maintenance work;
Observes loading/unloading and material handling operations with a focus on operational process and throughput improvement;
Identifies and recommends improvements to loading/unloading and material operations.
- 20% Monitors equipment failure with focus on recurring problems and conducts problem solving activities through use of continuous improvement approach
- 10% Prepares and tracks time, cost and materials associated with mechanical repairs / projects / reports;
Evaluates bids for contractors' work
Develops, scopes and inspects the execution of electrical and mechanical contract work;
Ensures that all safety regulations and codes are followed;
Ensures that all work performed by contractors is installed properly and meets the District's specifications for the work performed

Maintains a smooth functioning work group committed to customer service

Performs other duties as needed or assigned