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## Alabama State Port Authority Job Description

Job Title: **Assistant General Manager Maintenance, Coal Terminal**  
Job Code: **1061614**

Job Class: **Corp**  
FLSA Status: **Exempt**

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### Job Summary

Reporting to the General Manager, this role is responsible for all maintenance functions and activities at the coal terminal.

### Essential Functions

(Duties may not include all duties listed below, nor do the examples cover all the duties which may be performed.)

1. Develops maintenance department business plans and provides guidance and direction for the successful implementation of those plans.
2. Develops and implements Reliability plans that support increasing the Uptime of the facility.
3. Monitors and maintains a safety-first culture.
4. Offers guidance to senior leadership on maintenance and equipment end of life (EOL) issues using ROI, and other analytical techniques.
5. Participates with budget development and execution, and capital planning.
6. Provides monitoring, auditing, and enforcement of maintenance execution, safe work practices, and institutes and audits training drills across the network.
7. Leverages the entire Maintenance team for the benefit of the terminal.
8. Collects, measures, and analyzes key performance indicators to improve processes and improve customer's experience.
9. Develops and manages budget and contract documents including change order controls, purchase orders, and invoicing.
10. Conduct root cause analysis (RCA) of equipment failure and develop corrective action plans.
11. Performs other duties as assigned.

## **Supervisory Responsibility**

Incumbents in this job supervise skilled and unskilled workers. They are responsible for training, developing, assisting, and assigning tasks to these employees. They will also approve timesheets and perform performance reviews.

## **Minimum Required Education and Experience**

	<b>Minimum</b>	<b>Focus Areas</b>
<b>Education</b>	Four-year college degree	In technical discipline (Industrial, Electrical, Mechanical, Civil)
<b>Experience</b>	10 years	Working directly with the maintenance and upkeep of terminal equipment in a leadership role

**Substitutions allowed for Education:** Experience may substitute for education on a year-for-year basis beyond the required experience.

**Substitutions allowed for Experience:** Indicated experience is required; no substitutions allowed.

### **Minimum Required Knowledge:**

Have intimate knowledge and familiarity with conveyors belts, drive systems, stacker reclaimers, barge unloaders, tipplers, ship loaders as well as the related electrical & control systems. (Transformers, PLCs, VFDs, Soft Starters, etc.)

Be familiar with computerized maintenance management systems (CMMS) as a tool to aid in reducing equipment unexpected downtime.

Ability to work rotating shift; work holidays and weekends, as needed.

Ability to follow verbal and written instructions.

Working knowledge of Microsoft software in a PC environment.

**Certification or Licensure Requirements**

Valid driver's license.

Must obtain TWIC authorization card.

**Physical Requirements/ADA**

Physical ability to work above ground level, climb stairs and ladders, and lift up to 50 pounds.