

PORT FREEPORT, TEXAS



Title: Operations Maintenance Technician

Class Code: om

Pay Grade: 117

This Class Description does not constitute an employment agreement between the Port and an employee and the statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills and abilities required of personnel so classified in this position. The position description is subject to change by the Port as the needs of the Port and requirements of the position change.

General Description

The purpose of this job/class within the organization is to maintain Port property and make sure all equipment and buildings are in proper working condition.

This job/class works under close to general supervision according to set procedures, but determines how or when to complete tasks.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.

Essential Functions:

- Conducts welding/fabrication for parts, pieces, doors, brackets, dock levelers, and equipment.
- Manages Fire Protection System and ensure proper working condition in all buildings in case of fire.
- Handles plumbing repairs and maintenance.
- Make repairs to facilities, warehouses, and utilities throughout the property as needed.
- Maintains the cleanliness of the Port; empties trash cans, cleans debris, and conducts tractor mowing.
- Works with maintenance crew on other daily tasks to be completed in order to maintain the property and respond to any emergency repair calls.
- Manages the Storm Water Prevention Program which includes keeping all outfall areas as clean as possible to catch our required storm water samples.



PORT FREEPORT, TEXAS



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- Hooks up vessels to fresh water.
- Operates Equipment including forklifts, street sweeper, and yard trucks.

- Follows all Port safety practices, procedures and policies

Additional Duties:

Attends and participates in safety meetings.

Maintains all janitor closets, order supplies, and escorts visitors; conducts plumbing, paint, and air filter replacement.

Assist with cargo operations as needed.

Assist in nonhazardous spill cleanup and waste handling operations as needed.

Performs related work as assigned.

Must be willing and available to work overtime outside normal business hours, on weekends and holidays, as needed.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Computes or performs arithmetic operations using data or information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Speaks or signal to people to convey or exchange information of a general and/or specific nature.



PORT FREEPORT, TEXAS



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Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of assigned areas of responsibilities; handling supplies of high value consistent with the operation of a small division or department.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Use basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas, and volumes.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads technical instructions, procedures manuals, and charts to solve practical problems such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations, and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks in compound sentences using normal grammar and word form.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers, and others whom depend on the service or product; works in a somewhat fluid environment with rules and procedures but many variations from the routine.

Complexity of Work:



PORT FREEPORT, TEXAS



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Pay Grade: 117

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

Property Damage & loss of life – **Serious**

Data loss – Minor

Exposure to legal liability – Moderate

Brand loss - Minor

Economic loss – **Serious**

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs heavy work that involves constantly lifting, shoveling, and carrying 35 to 50 pounds on a regular and recurring basis and exerting 100 pounds of force on a frequent basis. Works safely at heights of up to 250 feet of grade.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.



PORT FREEPORT, TEXAS



Title: Operations Maintenance Technician

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Pay Grade: 117

Involves routine and frequent exposure to heights, potential exposure from release or other incidents from surrounding industry;
Adverse weather conditions - extreme heat and/or cold; Wet or humid conditions; Extreme noise levels, Animals/wildlife;
Traffic; Moving machinery.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).

Position requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The Port reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college in trade school for welding, electrical, plumbing or closely related field.

Requires four years' experience in operations maintenance, trades work or closely related experience.

Special Certifications and Licenses:

Requires the following certifications: Forklift, JLG, Container handler, street sweeper, Welder

First Aid/CPR/AED (American Heart Certifications preferred)

Valid TX State driver's license

Valid TWIC certification

Must be able to pass a background check

Americans with Disabilities Act Compliance



PORT FREEPORT, TEXAS



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Port Freeport is an Equal Opportunity Employer. The ADA requires the Port to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Emergency Management Responsibilities

During emergency conditions, all Port employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

Organization-wide Employee Responsibilities

All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

