

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 mechanical and electrical maintenance duties in the repair and maintenance of the equipment and machinery used at the Lake Charles Harbor & Terminal District's (Port of Lake Charles) various bulk terminals such as rollover dump, ship loaders, unloaders, reclaimers, belt conveyor systems, chain conveyors systems and electrical systems; and operates equipment, tools and machinery used in the District's bulk terminals maintenance repair group

This is a Career Progression Group allocated at the highest level (Port Facility Maintenance Specialist 3) 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.

Performance of these duties requires the ability to safely stand, walk, climb, bend, stoop, push, pull, lift objects weighing 30 pounds or more and work outdoors in all types of weather; work around the waterfront.

DUTIES FOR PORT FACILITY MAINTENANCE SPECIALIST 3 (WS 214)

- 75% Performs scheduled, reactive and routine preventative mechanical and electrical maintenance corrective maintenance on facility assets;
- Provides facility maintenance needs on shift work, call outs and weekends;
 - Learns and understands the required preventive and corrective mechanical and electrical maintenance tasks on various components as outlined in the District's Operations & Maintenance Manual including mechanical & electrical maintenance tasks on bearings, pumps, conveyors, gearboxes, and demonstrates competency in diagnostic and troubleshooting skills;
 - Learns and demonstrates competency in diagnostic and troubleshooting skills of short and open circuits in wiring, motors and emergency generators, distribution circuits and generating and controlling equipment to locate and correct the causes of outages and improper operations; electrical meters, starters, switch gear and controls.
 - Performs advanced level work in the installation and maintenance of industrial mechanical and electrical systems and related equipment;
 - Performs shaft alignment using dial indicators and laser alignment equipment;
 - Performs drive belt, sheave, sprocket and chain drive alignments;
 - Reads, interprets and understands both electrical and mechanical blueprints and performs layout and fabrication of fittings, pumps and motor bases and fabricates equipment guards, etc.;
 - Performs visual inspections, diagnoses equipment problems, and takes necessary steps to make repairs;
 - Reads and understands repair manuals and applies manufacturer's equipment specifications;
 - Proficient in the use of a Megohmmeter (Megger) and how to interpret the readings;
 - Installs, tests, repairs and maintains generators, marine vessel generators, generator pumps, different types of voltage transformers, converters, regulators, switches, circuit breakers, recording instruments, motors, starters, relays, panel boxes, switches, and coils for single and three phase systems, rigid electrical conduits, pulls in conductors, assembles buss bars, phases out and converts conductors, splices cables, seal connectors, logic controllers, drives and automated systems lightning systems and other electrical fixtures, equipment control systems and other circuit systems.

- 15% Performs scheduled and corrective work-orders in accordance with mechanical and electrical maintenance guide lines;
Has knowledge of lubricants for all types of machines and performs necessary lubrication of production machines;
Has competency in the application and use of precision measurement tools, Vernier calipers reading in 0.0001 measurements;
Uses standard mechanical and electrical tools and equipment including but not limited to volt meters, ammeters, wattmeters, places and adjust mechanical contacts and trippers and time-delay intervals of circuit breakers and relays using feeler gauges, dressings tools and timing devices;
Integrates with other departments for the repair of various electrical and mechanical components on specific projects and communicates with the Operations Department to identify problem areas that can be optimized/modified to increase production, improve safety and eliminate reoccurring problems as assigned and directed by the Mechanical & Electrical Maintenance Foreman, Maintenance Managers or Directors;
Maintains knowledge of safety procedures and practices, including lock-out/tag-out;
Maintains knowledge of the current National Electrical Codes;
- 10% Possesses a working knowledge of and uses the following equipment: mig welding, arc welding, gas cutting and plasma cutting equipment, power tools, such as drill presses, cut-off saw, table and hand tools, electrical test equipment such as voltmeter;
Has knowledge of simpler rigging when necessary for equipment moving and relocation

Performs other duties as needed or assigned

Maintains safety awareness

Basis for advancement in Port Facility Maintenance Specialist Series requires that an employee must be on permanent status and possess the minimum qualifications required by Civil Service including required years of experience in industrial maintenance. The employee must have demonstrated cooperation, a willingness to work, safe, satisfactory job performance, and overall understanding and skill to perform these duties. The employee 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).