

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 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 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.

Must be able to safely walk, climb, bend, stoop, push, pull, lift objects weighing 30 pounds or more and shovel when directed by supervisor.

DUTIES FOR PORT FACILITY MAINTENANCE SPECIALIST 3 WS 214

- 30% Independently disassembles, diagnoses and repairs diesel, gasoline and two and four stroke engines.
- 25% Cleans and lubricates mobile equipment;
Inspects wear points;
Diagnoses and identifies mechanical problems;
Identifies and adds correct fluids to equipment;
Takes lube oil samples for lab analysis
- 20% Follows a planned maintenance system for routine maintenance, such as oil changes, on vehicles and heavy equipment to ensure equipment and vehicles are in good working order;
Uses equipment operations and maintenance manuals to perform routine and corrective maintenance on all equipment
- 10% Independently completes work orders;
Orders needed parts;
Records parts used from inventory
Performs preventive maintenance in accordance with maintenance guidelines
- 15% Maintains knowledge and training of motor vehicle and heavy mobile equipment maintenance and repair techniques, safety practices and principles, policies, and record keeping procedures

Performs other duties as needed or assigned
Maintains safety awareness