

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 office buildings, properties, facilities, docks, railroads, transit sheds, grounds and appliances at the Lake Charles Harbor & Terminal District (Port of Lake Charles) and operates equipment, tools and machinery used in the Facilities & Grounds Maintenance 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.

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

DUTIES FOR PORT FACILITY MAINTENANCE SPECIALIST 3 (WS 214)

- 40% Oversees and performs assignments such as shoveling, carpentry, welding, plumbing, electrical and general upkeep of the grounds and facilities;
Takes "ownership" in the assigned task given by the supervisor;
Demonstrates the ability to perform assignments either as the group leader or individually
- 20% Oversees and leads a group in tasks such as bush hogging, grass cutting, trimming, weeding and spraying of herbicide at all District grounds
- 15% Operates equipment such as dump trucks, forklifts, dozers, belts, stackers, conveyors, and front-end loaders used in the maintenance of the District's office buildings, properties, facilities, docks, railroads, transit sheds and grounds
- 15% Proficient in the use of tools used in the repair and maintenance of District facility offices, docks and transit sheds;
Performs preventive and corrective maintenance in accordance with maintenance guide lines.
- 10% Cleans, washes, lubes and performs maintenance inspections on all large equipment, small equipment, vehicles and tools in the Maintenance Department;
Keeps all District facility grounds clean of trash and debris

Performs other duties as needed or assigned
Maintains safety awareness

DUTIES FOR PORT FACILITY MAINTENANCE SPECIALIST 2 (WS 212) AND GUIDELINES FOR ADVANCEMENT

- 30% Operates bush hog;
Cuts grass;
Trims;
Weeds;
Sprays herbicide at all District grounds

 - 25% Performs tasks, such as shoveling, carpentry, welding, plumbing, electrical, railroad work and general upkeep of the grounds and District facilities

 - 15% Operates equipment used at the District's facilities such as dump trucks, forklifts, dozers, belts, stackers, conveyors, and front-end loaders used in the maintenance of the District's office buildings, properties, facilities, docks, railroads, transit sheds and grounds.

 - 15% Proficient in the use of tools used in the repair and maintenance of District facility offices, docks, transit sheds and railroads;
Performs preventive and corrective maintenance in accordance with maintenance guide line.

 - 15% Cleans, washes, lubes and performs maintenance inspections on all large equipment, small equipment, vehicles and tools in the Maintenance Department;
Keeps all District facility grounds clean of trash and debris
- Performs other duties as needed or assigned
Maintains safety awareness

GUIDELINES FOR ADVANCEMENT *FROM* PORT FACILITY MAINTENANCE SPECIALIST 2 TO PORT FACILITY MAINTENANCE SPECIALIST 3

Guidelines for advancement to Port Facility Maintenance Specialist 3 require that an employee must be on permanent status and possess the minimum qualifications required by Civil either as a Port Facility Maintenance Specialist 1 or 2 at the District's facilities & grounds or the equivalent from other employment. The employee must have demonstrated cooperation, a willingness to work, a desire to advance, as well as safe, satisfactory job performance. He/she must have generated adequate production and maintained satisfactory attendance. He/she must have an overall understanding of the job and the skills to perform these duties and operate the various pieces of equipment. He/she must have earned an overall rating of at least "Successful," on his/her last performance evaluation. The employee must have received recommendation for advancement from his/her supervisors and approval by the Appointing Authority (Executive Director).

**DUTIES FOR PORT FACILITY MAINTENANCE SPECIALIST 1 (WS 210) AND
GUIDELINES FOR ADVANCEMENT**

- 60% Cuts grass;
Trims;
Weeds;
Sprays herbicide at all District grounds
 - 20% Assists in the maintenance of all District facility offices, docks, transit sheds and railroads;
Learns the operation of equipment, tools and machinery used in the Grounds Maintenance Department such as dump trucks, forklifts, dozers, belts, stackers, conveyors, and front-end loaders
 - 10% Cleans, sweeps and mops Maintenance shop, office and break room areas
 - 10% Keeps all Port facility grounds clean of trash and debris
- Performs other duties as needed or assigned
Maintains safety awareness

**GUIDELINES FOR ADVANCEMENT FROM PORT FACILITY MAINTENANCE
SPECIALIST 1 TO PORT FACILITY MAINTENANCE SPECIALIST 2**

Guidelines for advancement to Port Facility Maintenance Specialist 2 require that an employee must be on permanent status and possess the minimum qualifications required by Civil Service either as a Port Facility Maintenance Specialist 1 at the District's facilities & grounds or the equivalent from other employment. The employee must have demonstrated cooperation, a willingness to work, a desire to advance, as well as safe, satisfactory job performance. He/she must have generated adequate production and maintained satisfactory attendance. He/she must have an overall understanding of the job and the skills to perform these duties and operate the various pieces of equipment. He/she 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).