PORT FREEPORT, TEXAS

Title: Port Mechanic

Class Code: me
Pay Grade: 121

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 conduct maintenance and repairs on equipment and facilities.

This job/class works under general supervision, independently developing work methods and sequences.

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:

- Diagnoses, troubleshoots, repairs and maintains all of the Port's mechanical and automotive equipment/machinery including but not limited to forklifts, passenger vehicles, tractors, diesel engines, gasoline engines, electric motors, LPG vehicles, man lifts and golf carts. Maintains this machinery in accordance with manufacturer guidelines in a safe and timely manner.
- Conducts Gantry crane maintenance and repairs.
- Manages all the Ports maintenance records for all equipment.
- Oversees parts inventory for the mechanic shop.
- Works on hydraulics, facilities, warehouses, fire system, electrical and electronics.
- Follows all Port safety and security practices, procedures and policies

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Additional Duties:

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

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

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:

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

Uses 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 refers 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 who 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:

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. Reads and interprets schematics to resolve problems and plan workscope. Must be able to read and use factory manuals and blueprints to diagnose and make repairs.

Impact of Errors:

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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 refers 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.

Establishes methods and procedures for acquiring and handling of machines, tools, equipment or work aids involving extensive 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.

Involves routine and frequent exposure to electrical shock, heights, fumes, dust, odors, loud noises and 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:

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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 an Associate's Degree or specialized courses/training equivalent to satisfactory completion of two years of college in mechanics or closely related field.

Requires ten years' experience as a mechanic or closely related experience.

Special Certifications and Licenses:

First Aid/CPR/AED (American Heart Certifications preferred)
Requires the following certifications: Forklift, Man lift, Hyster electronics, Hyster diesel motors, Hyster transmissions, LPG motors and Hyster top loader.
Requires designation as a Certified Mechanic.
Valid TX State driver's license.
Valid TWIC certification
Must be able to pass a background check

Americans with Disabilities Act Compliance

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

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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. This position is designated as an Essential Person during such events.

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.

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