

The Port of Astoria is seeking qualified candidates for its Senior Manager of Maintenance and Facilities. Position responsibilities and qualifications are listed below.

To apply, please forward a cover letter, resume and Port of Astoria job application to operations@portofastoria.com. Job application may be found on the Port of Astoria's website at [www.portofastoria.com/public information/online forms](http://www.portofastoria.com/public-information/online-forms).

No calls please

Job Description

Senior Manager of Maintenance and Facilities

POSITION OBJECTIVES:

The Senior Manager of Maintenance and Facilities position was established for the purpose(s) of:

- Developing and administering a comprehensive maintenance plan for all Port facilities;
- Planning, organizing and directing the maintenance, repair and alteration of Port facilities including but not limited to docks, piers, berths and slips (dredging), buildings, streets and grounds;
- Ensuring that maintenance projects are properly permitted and completed within regulatory guidelines and projected deadlines;
- Ensuring that existing Port infrastructure and future construction projects are accurately captured, layered and displayed within the Port's GIS system;
- Developing professional relationships with local and state organizations and staffs;
- Managing the Maintenance Department and ensuring optimal utilization of maintenance personnel and other resources.

The Senior Manager of Maintenance and Facilities reports to the Director of Operations.

The Senior Manager of Maintenance and Facilities:

- Works with Operations and Finance staff to develop and implement a Port-wide master maintenance plan;
- Prepares and manages annual maintenance budgets;
- Determines project scopes and budgets, material needs and costs, equipment needs and costs, maintenance limitations / contractor needs and costs (if necessary);
- Manages the development of Requests for Qualifications (RFQs), Requests for Proposals (RFPs) and Invitations to Bid (ITBs); solicits contractors and vendors as necessary;
- Coordinates with City of Astoria, Clatsop County, City of Warrenton and Port of Astoria personnel to ensure continuity of GIS information across jurisdictional boundaries;
- Manages maintenance staff:
 - Works with Operations and Finance staff to determine maintenance and work order priorities;
 - Maintains work schedules for up to 8 non-exempt maintenance staff and distributes work orders to best maximize efficiency;
 - 8 months uplands scheduling (March through October);

- 4 months in-water / dredge & tide scheduling (November through February);
- Ensures that all work is completed safely and efficiently while paying particular attention to work order deadlines;
- Ensures high standards for all work completed by maintenance crews by conducting periodic and final inspections;
- Ensures timely completion and submission of all work order paperwork;
- Contacts customers and tenants to provide:
 - Estimated / scheduled times of repairs, lifts, or requested work;
 - Service expectations;
- Completes annual reviews of all maintenance employees;
- Participates in negotiation of ILWU labor contract negotiations
- Other duties as assigned.

WORK ENVIRONMENT:

This position works both indoors and outdoors regardless of weather conditions or time of day. Work is generally performed between the hours of 8 a.m. and 5 p.m. Monday through Friday and is subject to call out at night, holidays or weekends if needed. Between November 1 and February 28, dredging shifts will change daily to coincide with outgoing tides.

QUALIFICATIONS

The Senior Manager of Maintenance and Facilities will assume a leadership role in the Port of Astoria Maintenance Department and will possess above average:

- Marine construction practices and knowledge;
- Dredging practices and knowledge;
- Ability to communicate effectively with all peers, both orally and in writing;
- Ability to establish and maintain effective working relationships with other professionals, municipal, County, State and federal officials and the public;
- Microsoft Office skills (Excel, Word, Outlook);
- Experience in a high-demand maintenance management position which has included providing direction, setting expectations, assigning work, training, preparing and reviewing performance evaluations, correcting performance deficiencies and recommending corrective actions
- Technical writing skills;
- Strong technical knowledge of all building systems (electrical, heating etc.);
- Familiarity with work order systems, construction drawings, blueprints, engineering and GIS;

- Knowledge of health & safety practices and regulations;
- Understanding of budgeting and performance management;

Education and Experience:

- Graduation from an accredited college or university with a Bachelor's degree in Construction Management, Planning or Public Administration, Physical or Natural science. A Master's degree or comparable knowledge and familiarity with port/maritime operations is highly desirable;
- Five years professional work experience in a staff or administrative capacity appropriate to the area of assignment;
- Additional qualifying education or experience which provides the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

Benefits

- Competitive Salary
- Employer paid Health Care Plan (Medical, Dental & Vision) for employee and qualifying family members
- Generous HRA (Health Reimbursement Account)
- Retirement Plan (Oregon PERS)
- 457 EE Supplemental Retirement Account
- Paid Time Off (Vacation, Sick, Public Holidays)