

Hancock County Port and Harbor Commission

Port Bienville Industrial Park

Job Description

Job Title: Maintenance Technician
Job Location: Port Bienville Industrial Complex, Bay St. Louis, MS
Stennis International Airport, Kiln, MS
Job Type: Full-Time
Rate of Pay: \$15.00-\$17.00/hr, Dependent on Experience
Department: Port / Airport
Reports To: Maintenance Director
Prepared By: Port Director/HR Director

To Apply: Email resume to Administration@hcphc.ms

Candidates interested in this position should consider the following before applying:

- This position is typical Monday-Friday opportunity; being on call is not a voluntary situation. If called, an employee must report for work.
- The applicant must be willing to work overtime and/or work a flexible schedule when needed.

I) Summary

The Hancock County Port and Harbor Commission owns and operates the Port Bienville Industrial Complex and Stennis International Airport/Airpark Complex. Included in the complexes are buildings, railroads, runway lighting, treatment plant, warehousing, dock facilities and equipment & vehicles to support these facilities. The Maintenance Technician is responsible for the day-to-day maintenance of these facilities and equipment.

II) **Duties and Responsibilities** include the following. Other duties may be assigned.

a) Base Core Responsibilities:

1. Inspect, repair, install, modify and maintain equipment and facilities
2. Complete necessary paperwork for purchases and maintain records
3. Obtain a working knowledge of the operation of equipment and facilities
4. Troubleshoot, repair and maintain electrical components
5. Maintain and repair buildings, both interior and exterior
6. Assist other maintenance technician/s
7. Audit and inspect facilities
8. Other duties as assigned by supervisor

b) Mechanical Core Responsibilities:

1. Train employees on the safe and proper operation of equipment, as needed
2. Troubleshoot, repair and maintain facility equipment
3. Observe mechanical devices in operation and locate causes of trouble
4. Dismantle and reassemble devices to gain access to repair
5. Monitor part inventories to ensure adequate supply
6. Test mechanical products and equipment after repair or assembly to ensure proper performance and compliance with manufacturers' specifications
7. Repair and/or replace damaged or worn parts.
8. Diagnose faults or malfunctions to determine required repairs, using engine diagnostic equipment such as computerized test equipment and calibration devices
9. Clean, lubricate, and perform other routine maintenance work on equipment and vehicles
10. Examine parts for damage or excessive wear, using micrometers and gauges

11. Schedule maintenance for industrial machines, equipment and keep equipment service records.
12. Monitor tool, part and safety equipment inventories and the condition and maintenance of shops to ensure adequate working conditions
13. Examine objects, systems, or facilities, and analyze information to determine needed installations, services, or repairs.
14. Overhaul and test machines or equipment to ensure operating efficiency.

c) Facilities Core Responsibilities:

1. Assure all grounds are free of debris and trash
2. Assure all ditches are clear
3. Maintain and repair roads and road signage
4. Troubleshoots, repair and maintain a/c units
5. Maintain and repair buildings, both interior and exterior
6. Maintain grounds
7. Construct sheds, roof covers, walkways, shelving, etc.
8. Erect forms, pour and finish concrete
9. Equipment technician, water/sewer technician and groundwork as needed
10. Other duties as assigned by Port and/or Airport Director

d) Grounds Core Responsibilities:

1. Trim and edges around walks, flower beds and walls
2. Prune shrubs and trees removing damaged branches
3. Spray fertilizer, herbicides and insecticides
4. Rake and bag leaves, trash and debris
5. Repair fences, gates, walls and walks
6. Perform daily maintenance on heavy equipment and other powered equipment as required
7. Sharpen tools
8. Repair roads and road signage
9. Repair and maintenance on buildings, both interior and exterior, including painting
10. Assist with other repair and maintenance as requested
11. Other duties as assigned

e) Incidental Duties:

1. Assists other departments as needed
2. Performs other duties as required

III) Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

a) Minimum Requirements

Must be a minimum of 18 years of age; candidates must have a valid driver's license, be capable of operating a vehicle safely and be insurable; must pass a pre-employment drug screen and undergo a pre-employment physical.

b) Education and/or Experience

Must have a high school diploma or general education degree (GED), trade school training or equivalent work experience.

c) Knowledge and Skills Required for the Roll

Must have knowledge and skill relating to the maintenance of pumps, motors, valves, etc. Some electrical knowledge is useful.

d) Language and Communication Skills

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; must have the ability to write routine reports and correspondence; must have the ability to speak effectively before groups of customers or employees of organization; must be able to provide advisory/alert information, and coordinate work with coworkers through discussion and through use of telephones and radios.

e) Mathematical Skills

Must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

f) Reasoning Ability

Must have the ability to solve practical problems and deal with a variety of concrete variables in complex situations where only limited standardization exists; must have the ability to apply common sense understanding to interpret and carry out a variety of instructions furnished in written, oral, diagram, or schedule form.

g) Interpersonal Skills

Must have the following abilities: Maintain the ability to be pleasant with others on the job and to display a good-natured, cooperative attitude; which include the ability to maintain composure, keep emotions in check, control anger and avoid aggressive behavior, even in difficult situations; ability to accept criticism and deal calmly and effectively with others; openness to change and diversity; ability to be thorough and accurate in completing work tasks; must be reliable and responsible; must be careful in completing work details and dependable in fulfilling obligations to management, co-workers and customers; must be honest and ethical in dealings with others; must report to work on time as scheduled.

h) Machines, Tools and Equipment

Must be able to operate or learn to operate a forklift and power hand tools, backhoe, riding lawnmower.

IV) Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

a) Physical Environment

While performing the duties of this job, the employee is regularly required to be on his or feet for long periods of the day and to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to climb or balance and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat; risk of electrical shock; explosives; and vibration.

b) Safety Environment

Must be willing to perform job functions with safety implications, including climbing on and off heavy equipment, moving heavy equipment amid other ground traffic, and exposure to loud noise and hazardous materials; must be willing to use all mandated safety equipment.

V) Background Investigation

The Hancock County Port and Harbor Commission reserves the right to make a thorough background investigation, on a post-offer basis, into a newly hired or transferred employee's past employment,

state criminal history, military history, driving history, credit history, social security number verification and any other job-related activities. The arrest or conviction of a felony or other certain criminal activity may render the applicant/employee ineligible for employment, The applicant must not have any alcohol or drug-related driving conviction or suspension, or revocation of driving license due to drugs or alcohol within the past three years.

VI) **Transportation**

Must provide own transportation to work

Note: This job description is for informational purposes only and may not fully identify or describe all the essential job functions or requirements for this position.