

MARINE FIELD MAINTENANCE SUPERINTENDENT

This is supervisory work in the administration and technical direction of the four marine field maintenance crews located at Hatteras Inlet, Ocracoke, Cedar Island, and Cherry Branch. Employee supervises the routine maintenance and repair of vessels at the ferry terminals and at times on board while underway. This includes overseeing the emergency repair of vessels and performing all routine maintenance and other minor repairs consistent with facility capabilities and operational schedule constraints. Repair work is of a relatively minor nature compared to shipyard work, although it is often performed under time restrictions in order to accomplish as much repair work as possible and still keep the vessel operational. The scope of repairs can be very broad depending on the items noted on the Vessel Maintenance Report, and often times temporary repairs requiring flexibility and ingenuity must be made until the vessel is scheduled into the shipyard. Work is performed under general supervision of the Assistant Director, Material Management and may include other duties as assigned.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee develops and establishes short-term goals, priorities, schedules, and workload; and recommends overall long-range goals and objectives to supervisor. This includes planning the daily and weekly work schedules for each section although this is subject to modification by vessel maintenance reports and emergency repairs, planning the routine preventive maintenance schedules, identifying major problem areas, and developing solutions and work assignments to resolve these problem areas. Employee also determines the need for personnel and equipment.

Organizing and Directing - Employee calls or meets with subordinate supervisors daily to establish and revise daily and weekly work schedules. Employee develops, establishes, revises and monitors unit work standards, methods, procedures, and work flow as necessary to maintain the quality and quantity levels of vessel maintenance. Work includes coordinating the ordering of parts and supplies with the Materials section, changing work assignments as necessary due to priorities and Vessel Maintenance Reports, and adjusting work shifts for summer operations.

Budgeting - Employee makes recommendations and assists in developing budget requests. Employee is responsible for operating within the established budget and for monitoring project costs while maintaining quality levels.

Training - Employee provides on-the-job training and retraining as needed, and establishes a training and orientation program for newly purchased equipment. Employee also reviews employee training needs and cross trains trades workers to maximize employee skill base.

Setting Work Standards - Employee develops, recommends, establishes and enforces work standards, production schedules, quality and quantity requirements, and work rules consistent with operating policies and assigned goals and objectives. Employee also oversees and enforces the use of safety equipment and ensures that daily, weekly, monthly, and annual maintenance checklists for all operating machinery are utilized.

Reviewing Work - Employee reviews the maintenance records for equipment and inspects repair work upon completion for conformance to maintenance procedures and to monitor workmanship standards.

Counseling and Disciplining - Employee assures that disciplinary policies and procedures are followed and is responsible for all oral warning step counseling and discipline associated with work rules, standards and performance. The more serious cases are referred to the Assistant Director, Material Management along with recommended actions.

Performing Other Personnel Functions - Employee evaluates subordinates and recommends selection, promotion, and dismissal of employees. Assigns and reassigns employees to accomplish unscheduled repairs. Employee also interviews applicants and selects the top candidate, and evaluates and recommends existing employees for salary adjustments.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Minor repair work and preventive maintenance are normally routine and stable. Emergency repairs and unusual items on the Vessel Maintenance Report are unpredictable in type of repair and when they will be required.

Variety of Work Supervised - Employee has administrative and technical supervisory responsibility for routine and preventive maintenance, and for minor and emergency repairs involving welding, mechanical, hydraulic, electrical, and fire/safety equipment work.

Number of Employees Responsible For - Employee generally supervises fifteen to eighteen permanent employees.

III. EXTENT OF SUPERVISION RECEIVED; Employee works with considerable independence in adjusting priorities, goals, work assignments, methods, procedures and techniques associated with the management of the marine field maintenance facilities and with the repair of vessels. Overall goals, budgets and priorities are usually established jointly with the supervisor. Work is reviewed by the supervisor through reports and the ability of the ferry vessels to meet their schedules.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: The employees supervised work a variety of schedules to perform maintenance and repair work after the vessels have completed their daily schedule, or to complete emergency repairs. The employees supervised are also located at four different ferry terminals.

V. RECRUITMENT STANDARDS;

Knowledges, Skills and Abilities - Considerable knowledge of the marine maintenance trades including methods, materials and special techniques. Ability to plan, coordinate and supervise the work of subordinate personnel. Ability to establish effective working relationships and to communicate with all levels of internal personnel and to the general public when necessary. Ability to review the work of subordinates and offer constructive criticism.

Minimum Education and Experience - Graduation from high school and five years of progressive experience in the maintenance and repair of vessels in the 400-800 ton range, similar to those used by the Ferry Division. At least two years of the required experience must be at a supervisory level; or an equivalent combination of education and experience.