



New Orleans Terminal, LLC

Position:	Power Shop/Maintenance Supervisor
Organization:	New Orleans Terminal LLC
Location:	New Orleans, Louisiana
Reporting Relationship:	Management

Overview:

Under the supervision of the New Orleans Terminal management, the Power Shop/Maintenance Supervisor is responsible for Assisting the Lead Power mechanic as directed in the daily reporting and housekeeping duties required in maintaining a fleet of equipment to include but not limited to, Fifth wheel trucks, Forklifts, Top-Loaders, Empty handlers, Light duty pickup trucks as well as the general maintenance of the terminal complex. This to include the daily reporting and housekeeping functions, of the departmental staff mechanics duties to properly maintain the fleet equipment inclusive of all equipment work orders, PM scheduling, maintaining parts inventory, as well as the oversight of maintenance personal all to corporate standards. This along with other duties as directed by the Lead Mechanic.

RESPONSIBILITIES

The specific responsibilities for the position include but are not limited to:

- Demonstrate safety vision and culture within the operation.
- Provide statistical data to support established key performance indicators.
- With direction from the lead mechanic assign staff mechanics with daily work orders.
- Plan, develop, implement, and manage the proper housekeeping of all operational equipment.
- Maintain clear and accurate maintenance records on all equipment.
- Assist mechanics in proper and accurate usage of record keeping protocols.
- Daily oversight of the terminal maintenance staff.
- Maintain accurate records with the departmental inventory of all parts and supplies.
- Support Operations in all matters related to Safety, Security, and Environment.
- Interaction with managers, staff, and auditors.
- Provide administrative assistance as directed and/or requested



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COMPETENCIES

- Excellent grasp of the English language, with the ability to read, write, and speak at an exceptional level.
- Strong leadership and time management skills.
- Strong interpersonal qualities and skill sets
- Strong understanding of Diesel-powered mechanics.
- Strong understanding of equipment related Hydraulics and Electrical systems.
- Knowledgeable of general maintenance (Carpentry, painting, electrical, etc.)
- Ability to balance and prioritize multiple projects.
- Ability to effectively present information to senior management.
- Ability to work with mathematical concepts.
- Strong computer skill sets (MS office)
- Detail oriented and able to multi-task in a fast-paced operational environment.

EDUCATION REQUIREMENTS

- ASE Certified Diesel Mechanic preferred or 3 -5 yrs. mechanical experience

WORK EXPERIENCE

- Strong working knowledge of mechanical power equipment and hydraulics
- Familiarity with established safety programs.
- Proven experience and success in implementing and monitoring a multi-site maintenance program.
- Proficiency of general computer applications (Office, Excel, Word, PowerPoint, Outlook, Access, etc.).

WORKING CONDITIONS / ADA REQUIREMENTS/PHYSICAL REQUIREMENTS

- Overnight travel could be required.
- Position will also require performance in an office environment, requiring visual and manual acuity in a controlled environment operating office equipment (computers, copiers, etc.).

Inquiries to: not@notml.com