



New Orleans Terminal, LLC

Position:	Maintenance and Repair Supervisor
Organization:	New Orleans Terminal LLC
Location:	New Orleans, Louisiana
Reporting Relationship:	Management

Overview:

Under the supervision of the New Orleans Terminal management, the Maintenance and Repair Supervisor is responsible for the complete oversight of one of the Terminals ancillary repair departments to include repair of - ISO containers, refrigerated containers and over the road chassis. This position would require directing of shop mechanics, daily reporting and housekeeping duties as required in maintaining said equipment and shop within regulatory and corporate guidelines.

RESPONSIBILITIES

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

- Ensure that departmental areas of responsibility are conducted in a safe and productive manner, well within the N.O.T. corporate guidelines and standards.
- Provide statistical data to support established key performance indicators.
- Assign staff mechanics with daily work orders.
- Plan, develop, implement, and manage the proper housekeeping of departmental area and all departmental equipment.
- Maintain clear and accurate maintenance records on all equipment.
- Assist mechanics in proper and accurate usage of record keeping protocols.
- Maintain up to date and accurate records of all departmental inventory of parts and supplies.
- Support Operations in all matters related to Safety, Security, and Environment.
- Interaction with managers, staff, and auditors.
- Oversee and approve payrolls and budgetary items related to your said department.
- Provide administrative assistance as directed and/or requested.
- Assist other repair departments as necessary or directed.



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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
- Knowledgeable understanding of mechanical equipment
- Knowledgeable in welding and burning
- 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 suite)
- Detail oriented and able to multi-task in a fast-paced operational environment.

EDUCATION REQUIREMENTS

- Minimum of 5 yrs. mechanical and/or welding experience

WORK EXPERIENCE

- Strong working knowledge of mechanical operation of road chassis
- 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.
- Accessible to inside and outside elements
- Physical ability required to climb on equipment and walk terminal for extended periods

Inquiries to: not@notml.com