

**PLEASE SEND RESUMES TO JOHN MOORE – JMOORE@PORTMANATEE.COM NO
LATER THAN FEBRUARY 5, 2021**

MANATEE COUNTY PORT AUTHORITY

POSITION:	MAINTENANCE MANAGER
SUPERVISOR:	Deputy Director of Operations & Maintenance
DEPARTMENT:	Maintenance

SUMMARY:

Oversees all functions of the maintenance department including facilities, grounds, fleet and purchasing. Schedules daily work assignments and ensures that duties are performed efficiently. Operates light and heavy equipment. Communicates with director and deputy director to keep apprised of department.

RESPONIBILITIES AND DUTIES

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.

- Supervises fleet, facilities, grounds and purchasing.
- Schedules daily work assignments.
- Assist in preparing and maintaining the annual maintenance budget.
- Assist with coordination of port facility projects determined by Director of Operations & Maintenance
- Orders and maintains inventory of all materials and supplies.
- Operates various types of light and heavy equipment (small/large mowers, small/large forklifts, front end loader, telehandler, telescoping man lift, backhoe, excavator).
- May perform skilled construction work, as necessary.
- Communicates with director and deputy director.
- Perform other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS

High school graduate or equivalent. Minimum 10 years' experience of maritime management. Minimum 5 years managing a maintenance department. Must have mechanical aptitude and various skills related with maintenance (carpentry, plumbing, electrical, etc.). Must be capable of strenuous labor in all weather conditions. Must be available 24 hours a day. Must have Florida driver's license.

PREFERRED QUALIFICATIONS

Mechanical aptitude and various skills related facilities maintenance (carpentry, plumbing, electrical, HVAC etc.). Safety certificates/training. Experience with Port environment.

At least 3 references will be required to verify previous employment.