

# MAINTENANCE SUPERVISOR

**Location: New Castle Airport, New Castle, DE**

**Salary: \$51,655 to \$60,771  
(Grade k)**

**Opening Date: May 1, 2018**

**Closing Date: May 15, 2018**

## **I. POSITION SUMMARY**

This non-exempt, supervisory position is responsible for a skilled and semi-skilled workforce in one or more maintenance areas for Authority-owned or operated facilities. This position is responsible for project management/execution, scheduling, planning, daily personnel assignment, budgetary control and monitoring for assigned projects and operational activities. In the absence of the Senior Manager-Maintenance Operations, this position may be required to act on his/her behalf. Employees exercise judgment in scheduling work, taking into account available equipment and personnel, severity of the situation to be corrected, and the need to cover one or multiple facilities within the DRBA; sometimes during declared states of emergency. Work may require the employee to work weekends, off-duty hours to get the mission accomplished. This position is a working supervisor. This position also may supervise, either temporarily or permanently, employees as necessary for facility and/or weather emergencies. This position requires strong proficiency with various computer applications; including computerized maintenance management system (CMMS) platforms/interfaces.

## **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervises personnel, which includes acting as a working supervisor, provides leadership, guidance, instruction, work allocation, training, and problem resolution ; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance
- Completes the Authority's time and attendance scheduling and first level approval for assigned personnel
- Identifies and limits purchasing of equipment and materials required for maintenance and project completion within Authority guidelines
- Requisitions necessary equipment and supplies for approval by his/her supervisor.
- Supervises preventative maintenance protocols; supervises seasonal facilities' support activities, including off-season servicing of equipment, systems, and infrastructure
- Ensures readiness and compliance with regulatory matters related to maintenance operations and assigned facilities
- Assists in maintaining records on equipment, inventories, and preventative maintenance activities through CMMS platforms and other applications
- Assists in the preparation and execution of maintenance operating and capital budgets for assigned facilities and personnel
- Identifies required training (mandated and career development) for all maintenance employees and ensures compliance with established policies, procedures, and regulations
- Participates in development, implementation and maintenance of procedures, objectives, short- and long-range planning; develops and implements projects and programs to assist in accomplishment of established goals
- Completes employee performance evaluations for assigned personnel
- Plans and executes daily maintenance projects and operational activities as assigned

- Schedules work activities of subordinates for daily activities and projects
- Operates CDL and other construction equipment as required
- Provides the highest level of customer service and professionalism to all internal and external customers

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of management principles and maintenance practices, procedures, and operations
- Knowledge of relevant local, state and federal regulations, and Authority protocols and procedures
- High level of technical knowledge within the specific field
- Knowledge and proper handling of hazardous materials associated with facility operations
- Knowledge of occupational hazards and safety precautions associated with marine, roadway, bridge, facility and airport maintenance functions
- Supervise, develop, motivate, and train staff, by organizing, prioritizing, and scheduling work assignments in a complex operating environment
- Identify, develop, and implement strategic and tactical plans and solutions
- Establish and maintain effective working relationships with internal and external contacts such as outside vendors and contractors
- Ability to read, understand, follow and enforce safety procedures
- Effective oral and written communication skills
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner
- Ability to read and interpret instructions and blueprints
- Proficient computer skills including Microsoft Office and other computer applications as required
- Ability to work under adverse weather conditions
- Ability to perform other assigned duties as required
- Ability to provide excellent customer service to internal and external customers

### **IV. REQUIRED EDUCATION AND EXPERIENCE**

- High school diploma or equivalent experience
- Five (5) years of experience in transportation or maintenance operations, including direct supervision of maintenance workforces with increasing levels of experience, eight (8) years preferred
- Supervisory experience preferred

### **V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES**

- Valid Commercial Driver's License (Class A preferred)
- Certification as a Facility Management Professional (FMP) preferred

### **VI. ADDITIONAL REQUIREMENTS**

- Subject to a background investigation and pre-employment physical including drug test
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- Must be capable of lifting and carrying up to 50 pounds at least 20 yards

- Must be capable of performing around hazardous situations such as moving heavy equipment, in and around equipment, at extreme heights, on steep grades, and on ladders and uneven surfaces
- Must be capable of wearing appropriate personal protection equipment such as hard hats, protective shoes and clothing, aprons, gloves, eye wear, hearing protection and respirators
- Must be capable of performing repetitive motions such as grasping, reaching, bending, lifting, twisting, pushing, pulling and climbing
- Must be willing and available for duty at such hours, day or night, as may be required in order to maintain continuous operation of this facility
- Employees holding a valid CDL must be able to obtain and keep current a Medical Examiner's Certificate and will be subject to random drug and alcohol testing in accordance with Federal and State regulations
- Must be able to work in a variety of adverse weather conditions including extreme heat or cold

**If you are interested in applying for this position please complete the on-line application at [www.drba.net](http://www.drba.net). Please attach a current resume to complete the application process.**