

Position Description

Position Title: Fleet and Operations Manager
FLSA Category: Salary
Department: Maritime
Immediate Supervisor: Director, Operations & Facilities
Current Rate: TBD-based on experience

Position Objectives

The Cleveland- Cuyahoga County Port Authority owns and maintains a diverse fleet of equipment consisting of on road and off-road equipment including, but not limited to: mobile harbor cranes, man lifts, reach stackers, pickup and dump trucks, yard spotter, mini excavator. The ideal candidate will be able to work on this equipment and additionally implement and maintain detailed records related to repairs and preventative maintenance. The implementation and maintenance of fleet related software will also encompass operational items such as utilities, surveillance equipment, overhead crane, and other commonly scheduled preventative maintenance items. The organization and tracking of capital assets will be a key component for this job. The position will require a mix of both field and office work.

Summary of Duties, Responsibilities, and Skills:

- Strong mechanical skills and ability to work on wide variety of equipment
- Work with Fleet Management software and develop maintenance schedules
- Undergo training to learn unfamiliar equipment repair/maintenance
- Comprehend reference manuals, books, and related equipment software
- Demonstrate strong analytical and problem-solving skills
- Be familiar with the Port's property, assets, utilities and other critical infrastructure and ensure any needed inspections, or preventative maintenance is performed and recorded
- Be able to prioritize work based on operational needs
- Keep spare parts and supplies organized and recorded
- Respond to after hours emergency maintenance calls as needed

Qualifications:

- Ability to adapt and deal with uncertainty
- Strong computer and software skills
- Ability to operate power and hand tools
- Strong maintenance background
- ASE certification preferred
- Attention to detail and safety
- Flexibility
- Communicate effectively and respectfully

Physical Demands:

Work is typically performed while standing, climbing, crouching, or stooping. Will be required to use equipment requiring a high degree of dexterity and may lift heavy objects. Will require performance of tasks outdoors under varying climatic conditions and heights. May be exposed to a variety of irritant chemicals, lubricants, and exhaust fumes. Will need to work from or over water.

Email resume to melisa.freilino@portofcleveland.com Posting open until position is filled.