

JOB POSTING

JOB OPENING DATE: Immediate

JOB CLOSING DATE: Until position is filled

JOB TITLE: Electronic Maintenance Manager **DEPARTMENT:** Operations

LOCATION: Galveston, TX

CONTACT: Human Resources Dept

ELECTRONIC MAINTENANCE MANAGER

Position Summary: This position will be responsible for the electronic monitoring of safe maintenance, repair or replacement of equipment and systems, to ensure maximum production quantity and quality, while supporting the policies, goals and objectives of the company.

Responsibilities:

- Regular, predictable, and reliable attendance
- Manages and monitors all equipment maintenance throughout the Metro Ports sites
- Utilizes MP2 to manage the preventive maintenance schedule of the equipment as well as regulatory certifications
- Monitors the use and inventories of spare parts, maintenance supplies, and equipment and initiates reordering when necessary
- Prepares reports, analyzes data and makes recommendations for improving site operations and solving maintenance-related problems
- Maintains and updates operating and training manuals for the maintenance department
- Initiates and carries out projects that improve efficiency and/or reduce operating cost
- Tracks, analyzes and improves key maintenance parameters such as asset utilization, maintenance cost, PM compliance, schedule compliance, etc.
- Insures safety, health and environmental policies and procedures are followed
- Insures city, county, state and federal regulations relating to the maintenance department are met at all times
- Communicates directly with the operations department to coordinate maintenance and repair work
- Works weekends and holidays as needed

Qualifications/Skills Required:

- Diploma from trade school in a related field
- Minimum 5 years at the Master Mechanic Level or equivalent
- Computer literate (Must have working knowledge of MS Word, Excel and Outlook)
- Previous experience as Equipment Maintenance Manager
- Able to travel extensively
- Valid driver's license and must be able to obtain TWIC card

Please MAIL resumes to: PO Box 547, Wilmington, CA 90748 or
EMAIL: hrdept@metsteco.com or FAX: 310-816-6563