

ARG SERVICES, LLC

POSITION DESCRIPTION

POSITION TITLE:	ARG FACILITIES MAINTENANCE WORKER
FLSA CATEGORY:	Non-Exempt (Overtime earned at the rate of time and a half for all hours worked over a 40-hour workweek as defined by the FLSA.)
DIVISION:	ARG Services
IMMEDIATE SUPERVISOR (TITLE):	Facilities Manager
POSITION(S) DIRECTLY AND/OR INDIRECTLY SUPERVISED:	0

POSITION OBJECTIVES:

1. To assist in maintaining and operating Port Authority facilities and equipment as directed by the Facilities Manager.
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QUALIFICATIONS:

1. Technical/vocational degree or three (3) years of semi-skilled facility maintenance experience or closely related field;
 2. Ability to utilize computerized building automated systems (BAS);
 3. Ability to effectively communicate with Port Authority tenants;
 4. Satisfactory results on pre-employment and post-employment psychological and physical examinations (including urinalysis to determine unlawful use of drugs), and written and oral examinations, as administered by appropriate practitioners at the Port Authority's direction;
 5. Satisfactory results on background investigation;
 6. Be insurable and maintain insurability for the operation of motor vehicles;
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SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform maintenance work at all Port Authority facilities, including Dr. Martin Luther King, Jr., Plaza; One Maritime Plaza; Two Maritime Plaza; One Government Center; and all parking facilities as assigned by the Facilities Manager, including repairs, snow removal, mowing, landscaping, cleaning, and trash removal.
2. Operate small equipment and power tools;
3. Operate large equipment and machines, including forklifts, skid steers, and dump trucks;
4. Perform all functions of preventive maintenance;

5. Read, comprehend and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals;
6. Perform all Essential Functions of the job outlined herein without creating a direct or indirect threat to the safety of oneself or others;
7. Perform such other duties as may be assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of that which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions.

Physical demands: While performing the duties of the job, the employee must be able to:

1. Effectively write, talk, see, and hear;
2. Operate telephone and computer systems;
3. Have full physical dexterity and agility;
4. Walk, stand, sit, push, pull, bend, stoop, squat, and stretch and lift up to 80 pounds;
5. Climb ladders and stairs.

Work Environment: While performing the duties of this position, the employee is exposed to various office and outdoor environments. Within the buildings outlined above, the noise level in the work environment is usually moderate. Outside the buildings outlined above, the noise level may be loud. The employee may be exposed to the weather conditions prevalent at the time and may be exposed to dust, grease, noxious gas or fumes, extreme heat, humidity and vibration. The employee may be required to work in confined spaces and at varying heights. The work may involve an element of personal danger.

CONTACTS WITH INDIVIDUALS OR ORGANIZATIONS:

1. Contractors and consultants needed for various maintenance operations.
 2. Terminal operators, tenants, and employees at various Port Authority facilities.
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Approved by President/CEO

Date

Last Revised: March 2020