

**TOLEDO-LUCAS COUNTY PORT AUTHORITY
POSITION DESCRIPTION**

POSITION TITLE:	ARG FACILITIES OPERATIONS SUPERVISOR
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 asset protection and daily operations of Port Authority facilities and equipment as directed by the Facilities Manager.

QUALIFICATIONS:

1. High School Diploma, GED or Equivalent and one (1) year of asset protection and/or facility operations experience or closely related field.
2. Effective internal communication and external customer service skills a must.
3. Ability to perform, guide and communicate during emergency situations.
4. Computer literate, specifically Microsoft Office Suite and other operations computer programs;
5. Excellent planning and organizational skills.
6. Ability to develop, train and oversee Port Authority Operating Procedures to third party vendors.
7. 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;
8. Satisfactory results on background investigation.
9. Be insurable and maintain insurability for the operation of motor vehicles.
10. Ability to perform all of the essential functions of the position outlined herein without creating a direct or indirect threat to the safety of oneself or others

SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform asset protection and daily operations at all Port Authority facilities, that include but are not limited to, 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.
2. Operate motor vehicles.
3. Read, comprehend and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
4. Be insured and maintain insurability.
5. Perform all the essential functions of the job outlined herein without creating a direct or indirect threat to the safety of oneself or others.
6. Perform such other duties at other Port Authority facilities as needed.
7. Effectively communicate with Port Authority tenants and customers.
8. 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 30 pounds
5. Climb ladders and stairs
6. Drive a motor vehicle.

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 OUTSIDE THE PORT:

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

Date

Last Revised: August 2021