

## **ANC Facilities/GSE Supervisor**

Reports to: ANC Maintenance Supervisor  
Division: Everts Air Cargo

Department: Maintenance  
Station: ANC

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### **Job Summary:**

Oversee and coordinate maintenance for Anchorage facilities, performing routine maintenance including rough carpentry, painting, and equipment or facility repairs. Oversee all aspects of the GSE department to include issuing priorities, scheduling maintenance and requesting department resources. Ensure all company standards are met and the department is operating at the maximum efficiency and profitability.

### **Essential Functions:**

1. Perform routine preventative facility maintenance to ensure that the physical condition of buildings does not deteriorate, building systems operate efficiently and machines continue to run smoothly.
2. Diagnose mechanical, electrical, plumbing or other problems and determine how to correct them, checking blueprints, repair manuals, and parts catalogs as necessary.
3. Maintain tools and machinery in good condition, operating all tools carefully and as instructed.
4. Request bids for maintenance repairs that need to be contracted out.
5. Oversee facilities for safety hazards and report any deficiencies.
6. Coordinate ANC based Ground Support Equipment maintenance to include issuing priorities, scheduling equipment and vehicle maintenance, and requesting department resources.
7. Supervise, direct, hire, train, discipline, coach and conduct performance reviews for GSE employees.
8. Responsible for duties of GSE Mechanics, ensuring that all equipment and vehicles are in good working order and preventative maintenance is performed according to manufacturer or company standards.
9. Oversee the ordering and purchasing of parts and services required to support the GSE operation.
10. Implement company policy/directives within your work group.
11. Develop and maintain excellent communication and cooperation with all Everts Air Cargo management, department personnel, stations, agent stations and primary vendors.
12. Develop future planning goals and objectives that are achievable and realistic, and that complement the company's growth strategy.
13. Conduct all maintenance procedures safely and in accordance with Company Manuals or other approved standard procedures.

### **Additional Responsibilities:**

#### Safety

1. Comply with all safety aspects of your position.
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Follow all Company practices and procedures.
4. Contribute to the Safety Culture of the Company and report any Safety Hazards.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you can't personally correct to a supervisor.

#### Security

1. Maintain employee vigilance and report all security concerns.

### **Physical Abilities:**

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.
5. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**Qualifications:**

1. Demonstrated ability to work with hands and to work in mechanically oriented situations.
2. Working knowledge of plumbing, electrical, construction, and air conditioning equipment.
3. Ability to read and write and to follow detailed written instructions.
4. Knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance.
5. Requires the ability to understand and retain information provided verbally and in writing.
6. Requires a highly organized, detail oriented, self-motivated person that is comfortable with frequent changes.

**Environmental Conditions:**

1. Requires the ability to work in extreme weather conditions.

**License(s):**

1. Valid Driver's license

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Printed Name \_\_\_\_\_