

ANC Facilities/GSE Supervisor

Reports to: (Primary) ANC Station Operations Manager

(Secondary) ANC Maintenance Supervisor

Division: Everts Air Cargo

Department: Maintenance

Station: ANC

Job Summary:

Supervise the GSE department, ensuring all company standards are met and the department is operating at the maximum efficiency and profitability. This position involves the ability to make informed decisions regarding all GSE maintenance performed.

Oversee all aspects of the GSE/Facilities department to include issuing priorities, scheduling maintenance and requesting department resources.

Oversee and coordinate maintenance for Anchorage facilities.

Essential Functions:

1. Coordinate ANC based Ground Support Equipment maintenance to include issuing priorities, scheduling equipment and vehicle maintenance, and requesting department resources.
2. Supervise, direct, hire, train, discipline, coach and conduct performance reviews for GSE employees.
3. 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.
4. Oversee the ordering and purchasing of parts and services required to support the GSE operation.
5. Implement company policy/directives within your work group.
6. Develop and maintain excellent communication and cooperation with all Everts Air Cargo management, department personnel, stations, agent stations and primary vendors.
7. Develop future planning goals and objectives that are achievable and realistic, and that complement the company's growth strategy.
8. Conduct all maintenance procedures safely and in accordance with Company Manuals or other approved standard procedures.
9. 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.
10. Diagnose mechanical, electrical, plumbing or other problems and determine how to correct them, checking blueprints, repair manuals, and parts catalogs as necessary.
11. Request bids for maintenance repairs that need to be contracted out.
12. Oversee facilities for safety hazards and report any deficiencies.

Additional Responsibilities:

Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those, that you are unable to personally correct, to a supervisor.

Security

1. Comply with all security practices, policies and procedures as trained.
2. Maintain employee vigilance and report all security concerns.

Administrative

1. Build an organizational culture in which passion for continuous improvement is innate.
2. Ensure adherence to procedures that promote the health and welfare of all employees.
3. Promote the mission, vision, and values that the Company has developed, and ensure adherence to the Everts leadership manual and employee handbook.

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.

Environmental Conditions:

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

License(s):

1. Valid Driver’s license

Qualifications:

1. 5 years’ experience heavy equipment mechanic with strong hydraulic and electrical background.
2. Ability to read and understand electrical/hydraulic schematics and other technical documents associated with equipment repair.
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.
6. Requires a highly organized, detail oriented, self-motivated person that is comfortable with frequent changes.
7. Computer skills to include standard MS Office suite.
8. Familiarity with maintenance programs.
9. Working knowledge of mechanical and construction aspects of facilities maintenance and repair.
10. Knowledge of administrative and clerical procedures, work processing systems/software, managing files and records, designing forms and other office procedures and related terminology.
11. Ability to maintain confidentiality in all aspects of employment, including file and record maintenance.
12. Knowledge of technology used for training purposes or possess an interest in learning the technological methods used in training.
13. Must possess a 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.

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

Employee Signature _____ Date _____

Employee Printed Name _____