JOB DESCRIPTION

JOB TITLE: Facilities Manager

JOB STATUS: Exempt

BACKGROUND: The Jackson County Port Authority is a public port authority governed by a nine-member Board of Commissioners which is appointed by the Jackson County Board of Supervisors and State Governor. The Port Director, hired by the Board of Commissioners, is the lead staff member to which all other employees ultimately report. JCPA is tasked with the operation and management of deep-draft navigation channels, two public cargo complexes, a maritime administrative and light industrial park (Singing River Island), an industrial water system, and several industrial parks. The Facilities Manager’s area of responsibility is generally limited to the two public cargo complexes and Singing River Island. While the public cargo facilities are managed and maintained by the JCPA, all cargo handling and most other services are provided by JCPA-licensed service providers. Singing River Island is a former naval station which is partially utilized as administrative spaces for Huntington Ingalls Shipbuilding, as operational facilities for the U.S. Coast Guard, and for temporary berthing of miscellaneous vessels. The JCPA generally serves in a landlord relationship at each of these facilities. Funding for JCPA operations is primarily derived from usage fees for facilities and services provided to the maritime community.

GENERAL DESCRIPTION: Responsible for the daily on-site management, operations, and maintenance of the JCPA Public Cargo and Singing River Island facilities, including JCPA facilities personnel. Assists Port tenants/customers by directing placement of railcars, protecting cargo, resolving tenant/customer issues, providing support services and ensuring compliance with Port tariff provisions. Oversees the maintenance and upkeep of JCPA facilities including warehouses, buildings, vehicles, equipment, water/sewer/natural gas service systems, and grounds keeping. Provides support to the Port’s Security Manager and Harbormaster for compliance with the Port Security Plan and vessel berthing directives. Conducts employee training in work assignments and safety, assigns tasks as required, prepares employee work and overtime schedules, and conducts employee evaluations. Assists in the preparation and execution of facilities budgets, scheduling expenditures, and contracting for materials/services. Assures compliance with federal, state and local requirements by reviewing existing regulations and legislation, anticipating future regulations and legislation, enforcing adherence to requirements, and advising management on needed actions.

DESIRABLE EDUCATION AND EXPERIENCE:

- Associate or Bachelor’s degree with at least two years management experience in a commercial (cargo) maritime environment; or at least 5 years facility management experience in a commercial (cargo) maritime environment.
- Familiar with the operation and maintenance requirements of buildings (including all subcomponent systems), electrical systems, water/sewer systems, natural gas systems, and equipment.
- Demonstrates effective leadership skills in the daily management of skilled/semi-skilled personnel.
- Ability to work with a large degree of independence and demonstrate good decision-making skills.
- Excellent customer service, interpersonal, and communication skills utilized in a landlord/tenant relationship, interactions with Port management, and representing JCPA to the public.
- Experience in the preparation of budgets, public purchasing procedures, and the preparation of bid specifications.
- Good computer skills utilizing Microsoft Office Suite.

REPORTS TO: Deputy Port Director, Operations & Facilities