

**Levin Richmond Terminal Corporation**  
**JOB DESCRIPTION**

**Job Title:** Terminal Maintenance Supervisor  
**Department:** LRTC  
**Reports to (Title):** COO (LRTC)

**Job Status:** RFT (Exempt)  
**Preparer:** Human Resources  
**Draft Date:** May 2022

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**BASIC FUNCTION**

Coordinate and supervise the overall LRTC scheduled and emergency repairs and maintenance to ensure safe operating conditions and maximized equipment uptime.

**SUPERVISORY RESPONSIBILITIES**

Provides functional guidance to yard crew on all matters of operation and especially maintenance projects.

**ESSENTIAL RESPONSIBILITIES AND PRINCIPAL ACCOUNTABILITIES**

*Denotes "essential functions" in accordance with the guidelines of The Americans with Disabilities Act. The essential functions of this position include, but are not necessarily limited to, those specifically identified in this description. The position and its essential functions may change over time and these changes may not necessarily be reflected in the position description. The Company may, at its sole discretion, add to, change, or expand the essential or marginal functions of the position.*

**Parts Procurement & Warehousing**

- Identify and source consumable and other routinely replaced parts
- Identify those parts that need to be stocked on premises and those that are readily available from vendors based on lead time availability. Ensure adequate onsite inventory of parts necessary for routine equipment servicing and repair.
- Maintain vendor relations and a network of suppliers to ensure a reliable supply chain of parts and/or services
- Track and maintain inventory records of onsite parts, lubricants, etc.

**Equipment Maintenance**

- Supervise the maintenance and repair of all of the equipment, including truck fleet, conveyors, cranes, and other technical support equipment (electrical, electronic, hydraulic, and mechanical)
- Maintain (and update as necessary) a preventative maintenance service program for equipment
- Ensure preventative maintenance service is performed as scheduled by the operating engineers

**Equipment Repairs**

- Oversee all emergency and routine equipment repairs
- Make determinations on what repairs can be performed in-house and those which must be contracted out

## **Other Maintenance/Repairs**

- Oversee maintenance and repairs to the terminal's utilities, fire suppression/alarm systems, and BMP equipment

## **Administration**

- Develop OPE staff to ensure technical skills are maintained, and that a transfer of such knowledge is ensured
- Oversee the administrative requirements including warranty obligations, inspection records, manual updates, equipment defect reports, maintenance services, policies, and procedures to ensure best practices
- Ensure regulatory-required testing and inspections are performed and documented for:
  - Storage tank VRS/pressure testing
  - Air tank pressure permits
  - Lifting bridle inspections
  - Crane inspections
  - Backflow prevention tests
  - Fire alarm and emergency communication testing
- Ensure maintenance, fabrication, and crane shops are adequately provisioned and kept in good housekeeping order
- Provide input on equipment purchases and design as well as asset utilization

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is exposed to moving equipment and mechanical parts. The noise level in the work environment is usually moderate with some elevated noise due to terminal and railroad operations

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this Job, the employee is regularly required to use hands for various projects and responsibilities. The employee is occasionally required to lift and/or move up to 30 pounds.

## **QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability generally required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **EDUCATION/EXPERIENCE:** 7-plus years maintenance experience and/or training; or equivalent combination of education and experience.
- **LANGUAGE ABILITY:** Ability to respond to common inquiries or complaints from employees. Ability to effectively present information to top management.
- **MATH ABILITY:** Ability to apply concepts such as fractions, percentages, ratios, and

proportions to practical situations.

- **REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **COMPUTER SKILLS:** To perform this job successfully, an individual should have knowledge of Microsoft word processing software; Microsoft spreadsheet software; and be proficient on applicable databases, systems and vendor software programs.