



SOUTH JERSEY PORT CORPORATION NOTICE OF JOB OPENING DATE: May 31, 2022

FLEET MAINTENANCE CLERK

In accordance with Article 9 and Article 13 of the Agreement between SJPC and CWA, Local 1040, employees are hereby notified that SJPC will accept applications for the non-exempt position of **FLEET MAINTENANCE CLERK**. The successful applicant will be required to assist with activities engaged in distributing materials, equipment, and supplies, maintain fleet maintenance records, and courier services for the corporation. Other duties may be assigned.

The successful applicant will receive an annual compensation of \$35,599.16.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs courier service for all departments when directed and keeps accurate records regarding courier activities.
- Performs data entry tasks on the Fleet Maintenance System to track equipment histories and parts and materials inventories. Inputs equipment, facilities, parts, work orders and labor data into the system. Prepares Fleet Maintenance System reports as directed.
- Distributes parts and materials and keeps records of parts received and issued, and inventories parts in storerooms periodically. Assists with issuing tools to mechanics.
- Assists covering the maintenance department telephones and clerical tasks as directed. Performs courier services for all departments, makes one trip daily to the post office and distributes mail as directed.
- Performs TWIC Escort services as requested.
- Assumes other special activities and responsibilities as directed by the Mobile Equipment Foreman and the Senior Manager of Maintenance of Facilities.

Job 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 required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess a federal Transportation Worker Identification Credential issued by the Transportation Security Administration.
- Must possess a valid, unrevoked, and unsuspended driver's license.

The New Jersey First Act, effective September 1, 2001, established residency requirements for all state employees. The applicant shall have their primary residence in the State of New Jersey. The applicant must possess or be able to obtain a federal Transportation Worker Identification Credential issued by the Transportation Security Administration.

Education and/or Experience: High School diploma; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

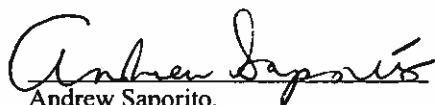
Competency: To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; remains open to others' ideas and tries new things.
- Ethics - Works with integrity and ethically; upholds organizational values.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is moderate to loud.

PROCEDURE:

Applicants interested in the position of **FLEET MAINTENANCE CLERK** should submit an application and resume to careers@southjerseyport.com, Human Resources, prior to 5:00 p.m. on Friday, June 10, 2022.


Andrew Saporito,
Executive Director & CEO