



SOUTH JERSEY PORT CORPORATION

NOTICE OF JOB OPENING

DATE: September 24, 2025

Facility Maintenance Foreman

In accordance with an agreement between South Jersey Port Corporation and CWA Local 1040, employees are hereby notified that the South Jersey Port Corporation will be accepting applications from employees for Facility Maintenance Foreman. The successful applicant will perform maintenance functions at both Balzano Terminal and Broadway Terminal.

The successful applicant will be paid in accordance with current labor contract with an annual salary of \$ 82,174.26.

FLSA Status: Exempt

Summary: Assists the Senior Manager, Maintenance and Facilities with the maintenance of the port facilities including but not limited to roofing, carpentry, electrical, fire systems, storm water management, plumbing, utilities and other port facility plant and buildings maintenance requirements

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist, guide, organize and instruct proper, safe, and efficient work environments in all maintenance duties.
- Assist with managing the requisition, ordering, distribution and safekeeping of tools issued to maintenance personnel for each type of maintenance activity.
- Assist with managing the requisitioning, ordering, distribution and safekeeping of materials and supplies for each type of maintenance activity.
- Manage all aspects of demolition, construction, and preventative maintenance for all in-house projects as well as capital improvement projects.
- Support and maintain all functions of fire sprinkler systems, including but not limited to pumps, dry valves, air compressors, and accelerators and ensure all systems meet applicable state and federal codes.
- Maintain pressurized sewer systems and its components including but not limited to grinder pumps, pipes, and alarms. Maintain and install drains and freshwater pipes.
- Prepare reports on all daily maintenance activities and prepare work schedules.
- Assist with utility meter readings for water and electrical services for SJPC and tenants on a monthly basis.
- Assist in supervising maintenance work as directed.
- Assumes other activities and responsibilities as directed by the Senior Manager, Maintenance and facilities.
- Conduct site reviews with design teams, architects, engineers, and contractors for all in-house projects as well as capital projects.
- Assist with timekeeping and weekly approvals for payroll for the Maintenance Department.

MINIMUM 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to climb ladders and navigate in high places such as roofs and tight places such as drain pits.
- Must be able to read and understand construction drawings and project specifications.
- Must be able to work overtime when needed.
- Must be able and willing to respond to Port emergencies at any given time including nights and weekends.
- Must be proficient in using basic computer systems such as MS Word, Excel and Outlook, and timekeeping systems, preferably Primepoint.

EDUCATION AND EXPERIENCE: High School diploma. Prior supervisory, electrical, roofing, carpentry, and plumbing experience required. Must be familiar with New Jersey construction, electrical and fire codes. Must possess a federal Transportation Worker Identification Credential issued by the Transportation Security Administration

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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Work is performed from the standing position with frequent bending,

slooping, lifting, stretching, crawling, squatting, or kneeling on one or both knees. Workers are in constant contact with grease, oil, and dirt. Work is performed whenever or wherever the requirement exists and is performed under prevailing weather conditions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and moving mechanical parts. The noise level in the work environment is usually moderate.

COMPENSATION PACKAGE:

- PTO, Sick, Personal and Vacation Time
- Medical and Dental Benefits
- NJ State Retirement Program
- Deferred Compensation 401 A
- Tuition Assistance
- Employee Assistance Program

DISCLAIMER: This job description indicates in general the nature and levels of work, knowledge, skills, abilities, and other essential functions as covered under the Americans with Disabilities Act expected of an employee. It is not designed to cover or contain a comprehensive list of activities, duties or responsibilities required of an employee. An employee may be asked to perform other duties as required.

Employees with disabilities must meet qualification standards that are job-related and consistent with business necessity and must be able to perform the "essential functions" of the position, with or without reasonable accommodation.

Applicants interested in the position of **Facility Maintenance Foreman** should apply and send a resume to jshafter@southjerseyport.com Human Resources.


Brendan Egan (Interim) Executive Director