



Position Description

Position: Maintenance Supervisor / Full-time
FLSA: Exempt
Department: Operations
Reports to: Maintenance Manager
Location: Detroit Property
Schedule: Predominately day shift assignment 7:00 AM - 3:00 PM, typically with week-ends off

- Core Duties:**
- Responsible to assist with daily oversight and maintenance of the Detroit ventilation, power distribution, and other life safety systems
 - Responsible to assist with oversight of overall maintenance of Detroit property, including Plaza, toll system equipment, buildings, booths, and other support services equipment
 - Oversees and supervises Detroit Electricians (and Contractors) to ensure that operations are performed efficiently and that the safety of employees and the public is maintained: and facilitates safe and efficient contractor activities
 - Instructs and Assists Electricians on projects, and handles emergencies as needed (24/7)
 - Responds to and supervises Detroit plaza/tunnel and site maintenance issues and emergencies
 - Assists the company and government agencies, especially during emergencies
 - Coordinates, arranges, and supervises corrective and preventative maintenance work/crews in accordance with the Company's operating procedures and practices to ensure safe operations
 - Communicates and coordinates with US Customs & Border Protection to maintain primary/secondary inspection areas
 - Coordinates Electrical (and other) work crews on Detroit Plaza and in the tunnel, and keeps Ops Supervisor and traffic guards apprised of crew's assignment (s) duration and progress
 - Directly supervises and assists with all electrical, mechanical, maintenance, and grounds projects and ensures timely completion within budget
 - Assigns electrical work or calls in electrical contractor staff to cover unexpected emergencies
 - Assigns work in other departments when needed and provides backup operations supervision
 - Completes operational requirements by scheduling and assigning employees, oversees and supervises staff, follows-up on assignments to ensure tasks have been completed satisfactorily
 - Coaches, counsels, and disciplines employees. Enforces operational work rules and Company policies and procedures. Evaluates employees during probationary periods and as required.
 - Applies US union contract, and enforces DWT work rules, policies & procedures, and protocols
 - Investigates customer complaints and responds to customer service issues as necessary
 - Maintains necessary maintenance supply inventory
 - Prepares required daily, weekly, month-end, and annual reports
 - Maintains a safe and healthy environment by identifying and anticipating concerns and hazards, assisting in the development of policies and procedures, and enforcing and promoting a safe environment and complies with existing and new safety legislation

- Qualifications:**
- Electrical Engineer with 2+ years of experience OR
 - Licensed commercial electrician with 5+ years of experience
 - 2+ years of experience supervising work crews
 - Excellent skills and ability to supervise staff and effectively manage maintenance projects
 - Ability to work independently and make business-based decisions
 - Strong customer service orientation

- Preferred:**
- Experience in 24/7 industrial maintenance operations
 - Knowledge of toll and traffic and/or Tunnel roadway operations

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