

CIRI ALASKA TOURISM CORPORATION
JOB DESCRIPTION

Position: *DIESEL MECHANIC/PORT ENGINEER*
Department: *Kenai Fjords Tours Operations*
Reports To: *Operations Manager*
FLSA Status: *Non-Exempt*

Supervises

Assistant Port Engineer

General Function

Oversee and coordinate the repair, maintenance and improvement of Company owned vessels and vehicles to minimize loss of revenue and cost of repairs. Responsible to ensure vessels and vehicles provide comfortable and safe transportation for customers and employees and comply with applicable laws and regulations. Develop and implement cost effective maintenance and repair schedules for all vessels and vehicles to ensure comfortable and safe transportation.

Major Activities (Typical Duties/Responsibilities)

1. Supervise, coordinate and/or conduct all maintenance and repair activities on Company vessels and vehicles (the "fleet").
2. In conjunction with the Operations Manager, manage the maintenance and repair plan for the Company's fleet, while being mindful of costs, as well as customer and employee safety and comfort.
3. Determine key maintenance and repair parts and maintain on site adequate supplies of each to ensure periodic and/or routine maintenance occurs with minimal disruption to fleet operations, particularly during operational tourism season (typically April through September).
4. Develop favorable relationships with parts and service vendors to ensure prompt service response; coordinate scope of work with vendors to ensure maximum purchasing power.
5. Responsible for maintenance of the Phoenix Avenue warehouse including petroleum storage, tool storage and general security.
6. Coordinate with the Land Facilities Maintenance Technician to ensure that the Phoenix Avenue warehouse is maintained with safety and functionality in mind. Ensure compliance with all applicable local, state and federal laws, rules and regulations.
7. Oversee maintenance activities performed by the fleet crew, including training senior deckhands to recognize maintenance and/or repair issues as soon as possible.
8. Train all appropriate Company staff regarding the value and importance of scheduled routine maintenance and repairs.

9. Provide technical assistance to the Land Facilities Maintenance Technician regarding the Fox Island fresh water system.
 10. Ensure vessels and vehicles are maintained within applicable U.S. Coast Guard and U.S. Department of Transportation standards.
 11. Assist, as necessary, in investigating hull and/or machinery casualties to determine cause, remedy and future preventative measures.
 12. Assist with land facilities maintenance and deckhand duties as required.
 13. Maintain accurate and timely records of engineering costs for each vessel and/or vehicle, such as repairs, supplies, labor, etc.
 14. Supervise the Assistant Port Engineer and ensure the employee is appropriately trained and qualified to perform delegated tasks.
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Skills/Abilities

- Thorough understanding of operation of diesel and gas internal combustion engines, associated cooling systems, both A/C and D/C electrical systems, hydraulic systems, fresh and seawater plumbing systems and marine electronics.
 - Excellent troubleshooting and analysis skills regarding mechanical, hydraulic and electrical failures.
 - Identify and recommend cost effective, durable solutions to often complex mechanical problems.
 - Physical ability to climb ladders, lift up to 100 lbs on a regular basis, enter and operate in confined spaces, operate power tools, operate in environment with a breathing apparatus, and operate Company vehicles.
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Minimum Experience

Experience in hydraulics, marine engines, generators, plumbing, and electrical. Caterpillar certified, 3512 marine diesel experience preferred. SEC certification or extensive experience in commercial vehicle maintenance. Parts inventory and purchasing experience. Aware of general principles of inventory management.

Required Contacts

- All CIRI Alaska Tourism Corporation executives, managers and staff
- All CIRI Alaska Tourism Corporation maritime employees
- Vendors and contractors
- Marine insurance carriers and/or surveyors
- General public

APPROVAL

Employee: _____ *Date:* _____

Supervisor: _____ *Date:* _____