

Maintenance Foreman

Job Summary

The Oregon International Port of Coos Bay is hiring a Maintenance Foreman who will participate as a key team member in and be directly responsible for the planned maintenance and repairs of equipment and facilities operated by the Port. The Maintenance Foreman will plan and coordinate maintenance programs and related activities within the Marina Complex, supervise and provide tasking to the Maintenance Staff on all preplanned and unplanned maintenance and repairs, as well as procure and inventory all materials necessary for maintenance staff to perform their work, implement and maintain maintenance services within established guidelines and standards, and perform a wide variety of site maintenance as needed.

Essential Job Functions

- Coordinate the day-to-day activities of Maintenance Staff to efficiently and effectively meet the maintenance needs and priorities of the Charleston Marina Complex, to include prioritizing, assigning, and monitoring daily work of Maintenance Staff.
- Supervise and lead Maintenance Staff. Actively monitor tasks and assignments of Maintenance Staff to ensure timely project completion.
- Perform a wide variety of skills and sometimes complex maintenance activities. Provide leadership and direction to junior maintenance staff on complex projects.
- Responsible for the establishment and coordination of the annual, quarterly and daily maintenance plans. Develop routine maintenance and major upgrade/repair plans and assist in executing such plans through the day-to-day direction of Maintenance staff. Recommend projects for short, mid, and long-term capital improvements and major maintenance of Port owned buildings and facilities.
- Develop and implement a preventative maintenance plan.
- Develop and implement standard operating procedures for equipment and maintenance activities.
- Participate in annual budget planning of maintenance needs.
- Maintain parts and equipment inventory. Proactively plan maintenance activities and order parts and equipment needed to minimize staff downtime and maximize timely project completion.
- Conduct routine inspections of facilities to identify maintenance needs and safety issues.
- Promote and enforce Best Management Practices to comply with the Clean Marina Program.
- Act as Dredge Master, overseeing total operation and maintenance of the State owned dredge and related equipment.
- Keep supervisor informed of work progress and completion. Proactively seek out next work assignments upon completion of previously assigned work.

Posting Date

August 6, 2026

Closing Date

Open Until Filled

Compensation

\$63,000 annual

Employment Status

Full Time, Non-Exempt

Department

Charleston Operations

Reports To

Director of Asset
Management

Application Process

Email your resume to
hr@portofcoosbay.com

Or, apply on our website at
[www.portofcoosbay.com/
employment](http://www.portofcoosbay.com/employment)

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Required Qualifications

- Knowledge and ability to operate basic hand and power tools and equipment without supervision. Operate heavy equipment with minimal supervision.
- Advanced knowledge of maintenance operations to include plumbing, electrical, and carpentry skills.
- Advanced knowledge and understanding of marina and boatyard operations, dock design, vessel assistance (securing, towing, pumping, etc.).
- Advanced knowledge of ice plant operations; in depth knowledge of correct operating parameters, control panel operations and alarms, major repairs to compressors, condensers, evaporators, and special tool requirements.
- Ability to read and comprehend plans, scopes of work, and blueprints.
- Advanced knowledge of 1200Z Permit stormwater testing procedures.
- Possesses exemplary interpersonal communication skills as required for interaction with staff, customers and the general public.
- Ability to resolve conflict at the lowest level.
- In depth knowledge of Port policies and local, state and federal regulations and requirements.
- Ability to problem solve and apply principals of logical or scientific thinking to a wide range of intellectual and practical problems.
- Possess the ability and willingness to align with the vision, goals, and collaborative culture desired at the Port of Coos Bay.
- Possess valid Oregon State Boater's Safety Certificate or ability to obtain one.
- Possess valid driver's license.
- Ability to operate a computer, software applications, and office equipment.
- Ability to balance priorities to meet changing requirements and commitments.
- Willing to complete special projects and other duties as assigned necessary to meet operating goals.

Required Experience & Education

High school diploma or GED with a minimum of 10 years of relevant work experience, including a minimum of 3 years in a supervisory or progressively responsible role. A construction background is preferred.

Working Conditions

- Work is frequently performed outside during inclement weather conditions.
- May be subjected to high stress situations, intensity of workload, little control over crisis, situations or timelines.
- Working on and around docks, vessels and overwater structures.
- Must maintain a flexible work schedule to accommodate peak season demand. This may include after hours and regular weekend schedules to accommodate special events, severe weather conditions, etc.
- Overnight travel may be required for extended periods of time during dredge operations.

Benefits

The Port of Coos Bay offers a generous benefit package which includes medical, dental, vision, and term life insurance. The Port also provides paid time off (PTO), eleven paid holidays, and participation in the Oregon State Public Employee's Retirement System (PERS).

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Employment Eligibility

The successful candidate will be required to consent to a pre-employment drug screening and background investigation.

The Oregon International Port of Coos Bay is an Equal Employment Opportunity employer. All applicants are considered strictly on the basis of their qualifications for a position, without consideration of the applicant's race, color, religion, gender, national origin, age, marital or veteran status, sexual orientation, disability or genetic information. Disabled job applicants and employees are provided with reasonable accommodation upon request. A preference will be given to qualified veterans pursuant to ORS 408.225 to 408.237. To request the veterans preference, please submit Form DD-214 or 215 with your application.

Application Process

Please e-mail your resume to hr@portofcoosbay.com or you can apply on our website at <http://www.portofcoosbay.com/employment>.