

JOB DESCRIPTION

Job Title: Assistant Manager Head Engineer	Department: Engineering
Reports to: Island Managers	Hire Date: 04/20/2000
Attachments: LSJ Employee Review 12/2007	Date: 08/29/2011
<p>History of Arran McGinnis: Hire Date: 04/20/2000 2006: Salary Increase approved by Jeffery E. Epstein</p> <p>The only employee within the entire company that offered assistance & support unconditionally, when previous Managers were released, moving onto LSJ during the transition of no onsite Principle or Island Managers.</p>	
<p>Essential Responsibilities of Assistant Manager/Head Engineer as of date:</p> <ul style="list-style-type: none"> • Boat Captain – transportation of employees each morning & afternoon from STT/SJ/LSJ; available for any required runs, Guests and or Principle. • In the absence of the Island Managers, will stay on LSJ, to insure security, completing usual assigned tasks, plus maintain time clock, produce payroll, provide all HR support as required, payment of vendors & accountability of all billing related items. • Coordinates Clearing & Land Transportation of all Shipments i.e. Black Hawk, Tropical & Air Freight. • Maintain the schedule for Big N, coordination of Vendors, Construction Related Material i.e. Heavy Material, MSI, Tropical Shipments, Landscaping Material, Fuel Resupply & Rubbish. • Applies & renews LSJ Permits including RO Discharge, Pollution Control & Terminal Facility. • Responsible for the Decommission & Commissioning of RO Plants. • Maintain monthly RO Logs for Water Discharge & System Maintenance which are forwarded to DPNR. • Directly responsible for Water Production, including Maintenance & Distribution for Domestic & Irrigation purposes. • Maintain monthly Generator Usage & Maintenance Logs to fulfill the Terminal Facility Permit requirements. • Directly responsible for the Maintenance & Supply of Auxiliary Power Production. • Responsible for Decommission & Commissioning of Generator Plants • Monitor Fuel & Oil supplies for Heavy Machinery, Marine and Generator Plant. • Track, Record Maintenance of all Equipment, Machinery & Inventory thru Fleet Maintenance Pro Program, after down size. Data entry has begun. • Responsible for cost analysis, parts purchasing & coordinating daily house purchasing. • Direct oversight of eight Engineering employees. • Mechanical responsibilities include Heavy Machinery, Boats, Small Equipment, Landscaping Equipment, Chiller Unit, Irrigation & Pool Pumps. • Performing other related duties & responsibilities consistent with this position. 	

Qualifications/Certificates Arran McGinnis:

- Outboard Marine Tech Cert
- IMCI Mercury Marine Cert
- Dive Master Cert

Skills/Abilities Arran McGinnis:

- Mechanical Engineering Mechanic
- Fiberglass Work
- Marine Painting
- Welding
- AC/Refrigeration

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Employee Signature

Date

Supervisor Signature

Date