POSITION TITLE
Maintenance/Operations, Level II
Safety Sensitive

DEPARTMENT/DIVISION
Operations

FLSA: Non-Exempt
DATE: 7/1/16

IMMEDIATE SUPERVISOR (Title)
Harbormaster

NO. OF POSITIONS SUPERVISED BY THIS POSITION: None.

POSITION OBJECTIVES

To keep facilities and grounds in a clean, sanitary condition, perform facility repairs, marina operations, equipment operation. Training available.

PAY RANGE

$11.85 - $15.55hr

SUMMARY OF DUTIES AND RESPONSIBILITIES

1. Maintain a thorough knowledge of Marina facilities, vehicles, boats, and equipment as they relate to day-to-day operations.
2. Operate Port vehicles, boats, and equipment in compliance with OSHA standards. This equipment includes, but is not limited to, fork lifts, boom trucks (5- and 30-ton), lifting hoists, and skiffs.
3. Follow safety regulations as established by Port policy and report violations of those regulations
4. Responsibilities at Commercial Marina require availability during working hours for contact by VHF radio. Must be able to use VHF radio in compliance with FCC standards. (Regulations available upon request.)
5. Must have knowledge and understanding of Port policies, ordinances, and resolutions, as needed for purposes of operations.
6. Must have an understanding of Marina rates, charges, service tickets related to moorage, RV park, and operational services.
7. Understand and be able to operate pumps for emergency boat pumping.
8. Operations duties, including routine custodial, maintenance, and repair to ensure clean and safe facilities.
   - Disinfect and clean public restrooms.
   - Collect Dumpsters.
   - Grounds keeping and landscape
   - Clean garbage compounds, empty recycle boxes.
   - Repair water leaks and assist with electrical repairs.
   - Dump waste oil.
   - Replace lights as needed.
   - Pump vessels as needed.
   - Dock repairs and carpentry.
   - Keep equipment clean and greased as needed.
   - Routine maintenance of facilities, i.e., painting, assisting Maintenance/Operations crew as needed.
9. Maintain daily contact with direct supervisor and Port office staff, to ensure smooth operations of the facility.
10. Must be able to work with a minimum of supervision.
11. Maintain a flexible work schedule to accommodate peak season demands, special events, severe weather conditions, etc. (Example: “Crab Push.”)
12. Other duties and special projects as assigned.

CHALLENGES ENCOUNTERED

- Adverse weather.
- Deteriorated or damaged facilities.

CONTACTS WITH INDIVIDUALS OR ORGANIZATIONS OUTSIDE THE PORT

- General public.
- Commercial and sport fishermen.
- Local contractors.
- Law enforcement and regulatory agencies.

EDUCATION PREFERRED

High School diploma or GED, or equivalent training and work experience.

EXPERIENCE AND KNOWLEDGE PREFERRED

- Heavy equipment operations.
- Experience in a marine environment
- Basic knowledge of sport fishing and shell seasons, gear, etc.
- Certification to operate mobile hydraulic crane (>50 ton)

OTHER

- Knowledge of federal, state, and Port of Newport rules, regulations, and procedures pertaining to Port and Marina operations.
- Physical condition compatible with job requirements.
- CPR and First Aid certification.
- Some knowledge of firefighting techniques.
- Must have valid Oregon driver's license.
- Must be able to maintain confidentiality.
- Must comply with policies and procedures set forth in the Port of Newport Personnel Manual.
- Must maintain a good public relations attitude toward the general public.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

The Port of Newport provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The Port of Newport complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.

The Port of Newport expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of The Port of Newport’s employees to perform their job duties may result in discipline up to and including discharge.