

City of Cordova Position Job Description

Harbor Maintenance I

DEPARTMENT: HARBOR
SUPERVISOR: HARBORMASTER
CLASSIFICATION: FULL TIME, HOURLY, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT
HOURS: OFFICE HOURS, M-F, 0800-1700; REGULAR SCHEDULE MAY INCLUDE WEEKENDS

SUMMARY

Maintains and provides security and staff support for the City of Cordova harbor and port facilities under the guidance and supervision of the Operations and Maintenance Supervisor.

GENERAL STATEMENT OF DUTIES

The Harbor Maintenance I position ensures a clean, safe, and working environment for harbor and port operations by performing general maintenance, repair, and security tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collects moorage and other harbor fees from customers.
- Records moorage activity in daily log.
- Performs general repairs on public docks, floats, and ramps; adds flotation billets, as necessary.
- Maintains all harbor and port fire safety equipment in working order.
- Performs preventive and periodic maintenance and troubleshooting of Department equipment.
- Responds to vessel problems, to include securing lines, pumping, floating, or towing.
- Performs general repairs to harbor and port equipment.
- Removes snow from harbor ramps, docks, floats, and uplands.
- Conducts public safety patrols in harbor and port areas on a scheduled basis. Reports instances of theft, vandalism, disorderly conduct and other threats to public safety, harbor customer property or harbor facilities/property to Cordova Police Department. Reports violations of local, state, and federal port and harbor regulations to Harbormaster.
- Notifies Harbormaster of all emergencies within the Harbor and Port system, including oil spills, boat or structure fires, sinking/sunken vessels, Tsunami alerts/conditions and any evidence of illegal activity.
- Responds to requests for information from the public regarding harbor and port activities; communicates all relevant rules, procedures and laws regarding harbor and port operations to ensure that users understand compliance requirements.

- Operates marine Travelift and assists in Travel Lift operations while hauling, launching, or moving vessels at the vessel haul out facility.
- Safely picks up, transports, and offloads used oil at approved locations in accordance with federal and state guidelines.
- Cleans and stocks public restrooms and showers; locks all structures, as necessary.
- Operates harbor skiff and all other harbor and port equipment.

MINIMUM QUALIFICATIONS

- A. Graduation from high school or possession of a GED.
- B. Valid State of Alaska driver's license and ability to obtain a Class B Commercial Driver's License within six (6) months of employment.
- C. Ability to obtain Transportation Worker Identification Credential (TWIC).

PREFERRED QUALIFICATIONS

- A. Travelift operation experience.
- B. One (1) year experience performing general facility maintenance tasks.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Working knowledge of all applicable laws affecting Harbor and Port operations, including Title 11 of the City Code.
- B. Demonstrated skill in the operation of boats.
- C. Demonstrated skill in towing procedures.
- D. Demonstrated skill in using hand and power tools.
- E. Ability to understand and follow written/oral policies, procedures, and instructions.
- F. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
- G. Ability to complete assigned tasks with minimal supervision.
- H. Ability and willingness to quickly learn and use new skills and knowledge.
- I. Demonstrated integrity, ingenuity, and inventiveness in the performance of assigned tasks.

REQUIRED TECHNICAL SKILLS

Proficient in a Windows environment, including word processing and spreadsheet software; knowledge of general maintenance tools and practices.

LEGAL REQUIREMENTS

As a condition of employment, this position is subject to a background check (criminal history, verification of education and employment history).

All required licenses/certifications must remain current for the duration of employment.

WORKING CONDITIONS

Non-traditional work hours may be required, to include evenings and weekends. Hours may vary depending on Harbor and Port activities. Much of the work is performed outdoors, sometimes in inclement weather conditions. Some work is accomplished in a general office setting.

PHYSICAL DEMANDS OF POSITION

Capable of sitting for extended periods of time. Capable of frequently bending, twisting, and kneeling. Must be able to lift and carry items weighing up to fifty (50) pounds. Must be able to push items weighing seventy-five (75) pounds. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with other employees and the public. Sufficient vision, with or without reasonable accommodation, which permits the employee to monitor operations within the Harbor and Port systems and use a computer screen and process numeric data. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate vessels and perform maintenance tasks. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move between physical locations and inspect all areas of the Harbor and Port System.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description outlines the general requirements and duties of an executive level position with the City of Cordova, which is an at-will position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.