

JOB ANNOUNCEMENT

The HR Department is accepting applications for a Full-time
Harbor Maintenance I
Starting Pay Range: \$19.57– 26.72 per hour, plus benefits,DOE
Second Review of applicants: 9/8/2020
Applications & additional information available at City Hall
THE CITY OF CORDOVA IS AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION

POSITION TITLE: **Harbor Maintenance I**
Serves a 6-month probationary period
DEPARTMENT: **Harbor**
DEPARTMENT HEAD **Harbormaster**
POSITION SUMMARY: Maintains and provides security for the harbor and dock facilities. This position reports directly to the Harbor Operations Supervisor.

ESSENTIAL FUNCTIONS:

1. Collects moorage and other harbor fees.
2. Maintains daily log of moorage activity.
3. Maintains and repairs docks, floats, and ramps.
4. Maintains fire safety equipment.
5. Secures lines, pumps out, floats or tows vessels.
6. Performs repairs to harbor and port equipment.
7. Removes snow from harbor ramps, docks, floats and uplands.
8. Enforces local, state, and federal regulations for port and harbor.
9. Patrols harbor and port facilities on a scheduled basis.
10. Obeys all safety rules
11. Operates Travel Lift and assists in Travel Lift operations while hauling, launching or moving vessels at Boat Haul out Facility.
12. Willing to work weekends

OTHER RESPONSIBILITIES:

1. Performs other related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Ability to understand and follow directions as given.
2. Ability to work with minimal supervision.
3. Strong verbal and interpersonal skills.
4. Ability to lift minimum of 50 lbs. and push minimum of 75 lbs.
5. Ability to work shift and irregular hours
6. Ability to respond to emergency situations on short notice.
7. Ability to work outside in various weather conditions.
8. Working knowledge of Microsoft word and Excel
9. Travel Lift experience preferred and CDL.