

City of Cordova Position Job Description

Operations Supervisor/Travelift Operator

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

SUMMARY

Coordinates and provides field services to City of Cordova harbor and port facilities under the guidance and supervision of the Harbormaster.

GENERAL STATEMENT OF DUTIES

The Operations and Maintenance Supervisor ensures a clean, functional, and safe working environment for Harbor and Port operations by overseeing moorage, facility maintenance, and security.

Responsible for direct supervision of two year-round full-time Harbor Maintenance I personnel.

In the absence of the Harbormaster, may temporarily assume full responsibility for duties of the Harbormaster.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains harbor and port facilities and equipment in accordance with OSHA standards. Performs general maintenance and repairs on all harbor facilities.
- Oversees activities on and operation of the public dock and floats.
- Maintains clean, orderly, and safe floats and docks, including the removal of all debris material.
- Performs dock repair, including replacing planks, tightening cleats and hose bibs, and adding flotation billets, as necessary.
- Regulates transient and reserved moorage; assigns moorage and collects fees.
- Supervises Harbor Maintenance personnel, developing daily schedules, assigning tasks, and providing technical advice regarding maintenance issues as required.
- Provides customer service and assistance for public docks and floats.
- Regularly performs public safety patrols in harbor areas. Reports instances of theft, vandalism, disorderly conduct and other threats to public safety, harbor customer property or harbor facilities/property to Cordova Police Department.

- 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.
- Tests used oil for collection, safely picks up, transports, and offloads used oil at approved locations in accordance with federal and state guidelines.
- Maintains accurate and detailed computer entries, including daily logs of moorage activities, customer information, and maintenance repairs.
- Maintains department inventory and associated Safety Data Sheets (SDS) required by OSHA for maintenance supplies and equipment.
- Oversees operations at Cordova Shipyard Facility.
- Schedules vessel haul-outs for repairs and dry storage; operates marine Travelift.
- Operates harbor skiff and all other harbor and port equipment.
- Responds to emergencies as needed, to include vessel pumping or towing, snow removal, etc.
- Assists in preparing the department annual budget.

MINIMUM QUALIFICATIONS

- A. Graduation from high school or possession of a GED.
- B. One (1) year supervisory experience.
- C. One (1) year facility maintenance experience, preferably harbor maintenance.
- D. Valid State of Alaska driver's license and ability to obtain a Class B Commercial Driver's License within six (6) months of employment.
- E. Ability to obtain Transportation Worker Identification Credential (TWIC).

PREFERRED QUALIFICATIONS

- A. One (1) year experience in harbor and/or port operations.
- B. One (1) year experience in small engine repair and maintenance.
- C. HazMat Certification
- D. Emergency First Aid and CPR Certification

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Working knowledge of marine construction and maintenance operations.
- B. Working knowledge of all applicable laws affecting Harbor operations, including Title 11 of the City Code.
- C. Working knowledge of all current practices and procedures related to Harbor maintenance.
- D. Demonstrated skill in the operation of boats.
- E. Demonstrated skill in towing procedures.
- F. Demonstrated skill in using hand and power tools.
- G. Skill in establishing and maintaining productive working relationships.
- H. Ability to communicate well with others, both orally and in writing, using both technical and non-technical language.

- I. Ability to understand and follow written/oral policies, procedures, and instructions.
- J. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
- K. Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- L. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- M. Ability and willingness to quickly learn and use new skills and knowledge.
- N. Demonstrated integrity, ingenuity, and inventiveness in the performance of assigned tasks.

REQUIRED TECHNICAL SKILLS

Knowledge of computers and electronic data processing and transmission; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of general office 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. Attendance at regular and special City Council meetings may be required.

PHYSICAL DEMANDS OF POSITION

Capable of sitting for extended periods of time. Capable of frequently bending, twisting, and kneeling. Able to lift and carry items weighing up to fifty (50) 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. Must be able to lift and carry items up to 50 lbs. 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.