

PORT OF BROOKINGS HARBOR

POSITION: INCIDENT RESPONSE TEAM

1. REPORTS TO: PORT INCIDENT COMMANDER

2. PURPOSE OF POSITION:

To carryout duties as needed by Port Incident Commander (PIC) as situations deem necessary.

Employee Classification

On-Call employee: An employee who is regularly scheduled to work less than 20 hours per week or who does not have a set schedule and works only when called upon. This classification is not eligible for benefits; however, individuals in this status are eligible by law including Oregon Sick Leave.

Non-exempt: An employee who is paid an hourly wage, (typically assigned a regular work shift of not more than 40 hours per week), and whose job calls for overtime payment as appropriate under state and federal regulations.

3. DUTIES AND RESPOSIBILITIES:

- A. Maintains contact with PIC and reports the needs and problems at the Port so they can be solved.
- B. Enforce all Port Ordinances and policies as required by Port Authority.
- C. Follow safety regulations as established by Port policy and report violations of those regulations.
- D. Provide assistance to the general public.
- E. Provide and obtain assistance to all local law enforcement and emergency services personnel as needed.
- F. Must work with various types of people and project a proper public image.
- G. Operate equipment when needed in a safe efficient manner.

4. WORKING RELATIONSHIPS:

- A. Supervises no one but will provide guidance to his/her ability.
- B. Contact with general public and local contractors as required or requested by PIC.

5. POISTION REQUIREMENTS:

- A. Must have a valid Oregon driver's license.

- B. Must past pre-employment drug screen and maintain drug and alcohol-free work environment.
- C. Ability to respond to Port incident.
- D. Ability to attend and take part in quarterly training.
- E. Ability to assume new duties or responsibilities in a confident manner, along with the ability to learn quickly.
- F. Knowledge of safety regulations.
- G. Ability to work with the public, supervisors, and other employees.
- H. Ability to work any shift, weekend or holiday.

6. PHYSICAL AND MENTAL DEMANDS:

- A. Able to work harmoniously with the public and Port Staff.
- B. Must be in sound physical condition.

7. WORK ENVIRONMENT:

- A. Indoors and out. Rain or Shine.
- B. Must be able to work in all weather conditions, and in regularly hazardous, unsafe, stressful and physical demanding conditions.
- C. Employee must perform strenuous physical work with continuous exposure to unpleasant elements such as dust, fumes and odors, dampness noise levels and severe outside weather conditions. Occasionally work must be performed in confined areas. Physical demands include frequent lifting of heavy objects, often combined with bending, twisting, standing for long periods of time, working above ground or in irregular surfaces. Often requires contact with the public under stressful conditions.