

PORT OF BROOKINGS HARBOR

POSITION: Maintenance Level IV

REPORTS TO: Senior Management

PURPOSE OF POSITION:

To carry out Port operation policies and duties as established by the Port Manager, in relation to maintenance.

Employee Classification: 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.

DUTIES AND RESPONSIBILITIES:

1. Performs general cleaning of Port restrooms, fish station and trash removal.
2. Maintains contact with the Senior Management and reports the needs and problems at the Port so they can be solved.
3. Performs work related to customer service through cheerful and efficient service to Port Patrons.
4. Notifies the Senior Management of any hazardous conditions, which exist on Port properties.
5. Follow safety regulations as established by Port policy and report violations of those regulations.
6. Must work daily with patrons and staff in a courteous manner.
7. Must work with various types of people and project a proper public image.
8. Maintenance of equipment and facilities; includes buildings, docks, landscape and other Port property maintenance.
9. Operates equipment if trained and authorized by Harbormaster.
10. Operates and support Fuel Dock facility dispensing fuel and accounting of fuel transactions.
11. Maintain Port policies, ordinances and resolutions as needed for the purpose of operations.
12. Operates and support Boat Yard activities; includes operating travel lift, spotting and

rigging as directed by Harbormaster.

13. Operates and support commercial vessel equipment loading and unloading; includes operating crane/reachlift, spotting and rigging as directed by Harbormaster.

14. CPR / First aid training.

WORKING RELATIONSHIPS:

1. Primary contact is with the field personnel and Senior Management.
2. Supervises no one, but will provide guidance to office and operations staff as necessary.

POSITION REQUIREMENTS:

1. Requires knowledge of Port Operations.
2. Requires knowledge of Port rates, charges and policies.
3. Must work daily with patrons and staff in a courteous manner.
4. Must have an ability to work well with the various types of people and to project a proper public image.
5. Must work daily with customers and staff in a courteous manner, both in person and on the telephone or radio.
6. Position requires discretion and the ability to maintain privacy, professionalism and harmonious relationship with the public and co-workers.
7. Must be able to determine the safe operational condition of all Port equipment and facilities.
8. Must be able to operate Port equipment in a safe efficient manner.
9. Ability to assume new duties or responsibilities in a confident manner, along with the ability to learn quickly.
10. Must have a valid Oregon Driver's License.
11. Must pass pre-employment drug screen and maintain drug and alcohol-free work environment.

PHYSICAL AND MENTAL DEMANDS:

1. Able to work harmoniously with the public and Port Staff.

2. Must be in sound physical condition.

WORK ENVIRONMENT:

1. Indoors and out. Rain or shine.

This description is an outline of the major recurring responsibilities of the job. It is not intended to be all inclusive of the work to be performed. Other related job objectives, special assignments and less significant responsibilities will typically be performed or as directed by the Senior Management.