|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | **Hire Date** |  | | **Position Number** | |  |
| **Position Title:** | | Maintenance/Operations Technician, Level II *(Safety Sensitive)* | | | | | | | |
| **Department:** | | Operations | | | | **FLSA:** | | Non-Exempt | |
| **Immediate Supervisor (Title):** | | Harbor Master | | | | **Pay Range** | | $20.60 to $29.31 per hr | |
| **Positions Supervised by This Position (Titles):** | | | none | | | | | | |

POSITION OBJECTIVES:

To assist in the smooth operation of the Marina facilities by carrying out Port of Newport operations policies and duties. To keep facilities and grounds in a clean, sanitary condition, perform facility repairs, marina operations, equipment operation.

ESSENTIAL JOB FUNCTIONS:

# Facilities (10 % of Time)

## Routine custodial duties to ensure clean and safe facilities, including: cleaning public restrooms, collect dumpsters, clean garbage compounds, empty recycle boxes, and dump waste oil.

## Grounds keeping and landscape maintenance.

# Repairs and Maintenance (60% of Time)

## Operate Port vehicles and equipment in compliance with OSHA standards. This equipment includes, but is not limited to, fork lifts, boom trucks (5- and 30-ton), and lifting hoists.

## Perform dock repairs, carpentry, repair water leaks, and assist with electrical repairs.

## Pump vessels as needed.

## Keep equipment clean and greased as needed.

## Maintenance on equipment and vehicles, some repairs.

## Trouble shoots electrical and plumbing problems.

# Marina and Dock Administration (20% of Time)

## Maintain daily contact with direct supervisor and Port office staff, to ensure smooth operations of the facility.

## Maintain a thorough knowledge of Marina facilities, vehicles, boats, and equipment as they relate to day-to-day operations.

## Follow safety regulations as established by Port policy and report violations of those regulations.

## Responsibilities at Commercial Marina require availability during working hours for contact by VHF radio. Must be able to use VHF radio in compliance with FCC standards. (Regulations available upon request.)

## Must have knowledge and understanding of Port policies, ordinances, and resolutions, as needed for purposes of operations.

## Must have an understanding of Marina rates, charges, service tickets related to moorage, and operational services.

## Assist in vessel moorage, including daily inventory.

## Greet transient moorage arrivals and assist in registration.

## Understand and be able to operate pumps for emergency boat pumping.

## Walk the docks looking for maintenance issues.

## Acts as a point of contact in absence of direct supervisor

## Move work barges with tug.

# Other Duties and Special Projects as Assigned (10% of Time)

REQUIRED QUALIFICATIONS:

This position requires training and/or knowledge base equal to a high school education or equivalent. This position requires 2-4 years of directly related experience, or 3-5 years of indirectly related experience.

Must be able to work with a minimum of supervision.

Maintain a flexible work schedule to accommodate peak season demands, special events, severe weather conditions, etc. (Example: “Crab Push.”)

Must be in a physical condition compatible with job requirements, with reasonable accommodation.

Must comply with policies and procedures set forth in the Port of Newport Personnel Manual.

Must maintain a good public relations attitude toward the general public.

PREFERRED QUALIFICATIONS:

Knowledge of Port safety policies and regulations.

Knowledge of methods of maintaining and improving Commercial Marina facilities.

Some knowledge of fire-fighting techniques.

License to operate mobile hydraulic crane (>50 ton)

SPECIAL REQUIREMENTS OR LICENSES:

Must be at least 21 years of age and possess a driver’s license accepted by the State of Oregon upon hire.

WORKING CONDITIONS:

This level has a work environment of regular (40-60%) hazards or obstacles. There is some personal risk or hazard. Job conditions are somewhat uncomfortable due to varying work environments; outside job tasks; inclement weather; exposure to chemicals; machinery; electricity; or individuals of unpredictable, possibly harmful intent, etc.

Positions at this level require regularly (40-60%) moderate physical effort and manual labor such as carrying, constant movement, frequent lifting of light items, some lifting of moderately heavy objects.

The position requires mobility, including moving materials weighing up to 10 pounds on a regular basis and frequently moving materials that may weigh up to 50 pounds. Manual dexterity and coordination are required for a limited amount of the work period for the operation of equipment and tools.

The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice.

COMMUNICATION:

This position has primarily internal contacts, with some (20-40%) responsibility for contact externally. Internally, the primary contacts are made within the individual's own work group and other departments. Externally contact is with customers and vendors. The contacts are both of a routine and non-routine nature and require some discussion or explanation. Communication and interpersonal skills are important and require some refinement for the successful completion of job responsibilities. Some adverse or positive consequences may result from these interactions. Contacts can be both one on one situations or group settings.

Contacts contain some discussion about confidential/sensitive matters.

SUPERVISORY RESPONSIBILITIES:

This position has not supervisory responsibilities.

SUPERVISION RECEIVED:

This position occasionally encounters some variations from the norm and is encouraged to suggest ways for handling these. This position performs recurring routine work with regular supervision and generally functions from a set of instructions or written procedures. This position is not granted the latitude to take final action. Work requires an occasional decision or recommendation about a situation outside the norm, or identification of potential problem situations.

SIGNATURES:

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

|  |  |  |
| --- | --- | --- |
| Employee Name | Employee Signature | Date |

|  |  |  |
| --- | --- | --- |
| Supervisor Name | Supervisor Signature | Date |

*The Port of Newport is a diverse community that provides equal opportunity in employment and in its programs and activities. It is the policy of The Port of Newport and its Commission that no discrimination or harassment will occur in its employment practices or in any of its educational programs or activities based upon race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws.*

*The Port of Newport also prohibits retaliation against an individual for engaging in activities protected under this policy and interfering with the rights and privileges granted under anti-discrimination laws.*

*Individuals with questions about equal opportunity and non-discrimination should contact the Human Resources for The Port of Newport, Mark Brown at 541-265-7758.*