

**POSITION TITLE**  
Maintenance/Operations, Level II

**DEPARTMENT/DIVISION**  
Operations, South Beach

**FLSA:** Non-Exempt  
**DATE:** 2/24/21  
**PAY RANGE:** \$20.60 - \$29.31/hour

**IMMEDIATE SUPERVISOR (Title)**  
Director of Marina Operations / Port Security

**NO. OF POSITIONS SUPERVISED BY THIS POSITION:** Variable.  
Community Service and temporary workers, from time to time, as assigned by the Director of Operations.

**POSITION OBJECTIVES**  
To keep facilities and grounds in clean, sanitary condition, and assist in moorage facility repairs.

**SUMMARY OF DUTIES AND RESPONSIBILITIES**

1. Maintain a thorough knowledge of South Beach Marina facilities, vehicles, boats, and equipment as they relate to day-to-day operations.
2. Operate Port vehicles, boats, and equipment in compliance with OSHA standards. This equipment includes, but is not limited to, fork lifts, lifting hoists, and skiffs.
3. Follow safety regulations as established by Port policy and report violations of those regulations
4. Responsibilities at South Beach 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.
5. Must have knowledge and understanding of Port policies, ordinances, and resolutions, as needed for purposes of Operations.
6. Must have an understanding of South Beach Marina rates and charges related to moorage, RV park, and services.
7. Understand and be able to operate bilge pump for emergency boat pumping.
8. Operations duties, including routine custodial, maintenance, and repair to ensure clean and safe facilities.
  - Disinfect and clean public restrooms.
  - Collect Dumpsters.
  - Separate cardboard.
  - Clean garbage compounds, empty recycle boxes.
  - Repair water leaks and assist with electrical repairs.
  - Dump waste oil.
  - Replace lights as needed.
  - Pump vessels as needed.
  - Assist with dock repairs.
  - Keep equipment clean and greased as needed.
  - Assist in routine maintenance of facilities, i.e., painting, assisting Maintenance/Operations crew as needed.
9. Maintain daily contact with direct supervisor and South Beach office staff, to ensure smooth operations of the facility.
10. Must be able to work with a minimum of supervision.
11. Maintain a flexible work schedule to accommodate peak season demands, special events, severe weather conditions, etc. (Example: Labor Day week-end, Exhibition Hall events.)
12. Other duties and special projects as assigned.

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**PROBLEMS ENCOUNTERED**

- Adverse weather.
- Deteriorated or damaged facilities.
- Lack of funding.

**CONTACTS WITH INDIVIDUALS OR ORGANIZATIONS OUTSIDE THE PORT**

- General public.
- Commercial and sport fishermen.
- Local contractors.
- Law enforcement and regulatory agencies.

**EDUCATION PREFERRED**

High School diploma or GED, or equivalent training and work experience.

**EXPERIENCE AND KNOWLEDGE PREFERRED**

- Heavy equipment operations.
- Ability to swim.

**OTHER**

1. Knowledge of federal, state, and Port of Newport rules, regulations, and procedures pertaining to Port and Marina operations.
2. Basic knowledge of sport fishing and shell seasons, gear, etc.
3. Physical condition compatible with job requirements.
4. CPR and First Aid certification required.
5. Some knowledge of fire fighting techniques.
6. Must have valid Oregon driver's license.
7. Must be able to maintain confidentiality.
8. Must comply with policies and procedures set forth in the Port of Newport Personnel Manual.
9. Must maintain a good public relations attitude toward the general public.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

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Approved by Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date