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| **Position Title:** | Commercial Marina Wharfinger | | |
| **Department:** | Maintenance/ Operations | **FLSA:** | Non-Exempt |
| **Immediate Supervisor (Title):** | Commercial Marina Harbormaster | **Salary Range:** | $20.60-$29.31 |
| **Positions Supervised by This Position (Titles):** | | **None** | |

POSITION OBJECTIVES:

This is a service and enforcement oriented position. This position maintains responsibility for the orderly operation of the docks in the Commercial Marina (Port Docks 1, 3, 5, and 7). This position is also responsible for upholding and enforcing the Port Facilities Code in these locations, ensuring proper location and moorage of vessels, and conducting inventory of vessels for billing purposes. Minor maintenance functions and removal of dock debris are required of this position. Carries out Commercial Marina operations policies and duties as established by the General Manager or their designee. To provide courteous and prompt customer service at all times, and professional but firm code enforcement to Marina users. Makes recommendation on policy or other changes to better serve customers.

ESSENTIAL JOB FUNCTIONS:

# Directing Moorage Holders (40% of Time)

## Conduct inventory of vessels in the marina

## Direct vessel owners and crew as appropriate to moorage assignments

## Report to the Harbormaster on movements and moorage of vessels

## Operate reservation software using desktop or mobile devices

## Maintain continual presence on the docks, outdoors in inclement weather conditions

## Send/receive email, use word and data processing software such as Word Excel, etc.

# Code Enforcement (40% of Time)

## Learn and maintain a practical understanding of applicable Port Facilities Code sections

## Communicate Facilities Code requirements verbally and in writing to Port users

## Communicate commands and consequences to non-compliant individuals

## Issue warnings and citations as appropriate to Port users

## Respond to and resolve complaints in the Commercial Marina

## Liaise with security contractor to provide effective responses by security personnel

* + Assist in vessel seizure and notification at the direction of the Harbormaster
  + Perform safekeeping activities under Port Facilities Code at the direction of the Harbormaster

## Prepare comparative analysis to other RV Parks makes recommendations for price changes

# Maintenance (10% of Time)

## Remove debris and unauthorized items from the docks

## Replace water fittings as needed

## Conduct minor repairs to signs and infrastructure

* Regularly report major discrepancies to maintenance staff
* Conduct legal marine mammal harassment as required by Harbormaster

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

REQUIRED QUALIFICATIONS:

This position requires a high school diploma. An equivalent combination of education and experience will be considered. This position requires 2-4 years of code enforcement, law enforcement, park ranger, camp host, security experience, or customer service, or 3-5 years of indirectly related experience

Requires working knowledge of Marina operations, rates, charges, and policies

Must be able to work with a minimum of supervision

## Ability to work on weekends and Holidays

Ability and willingness to work outdoors in inclement weather and wear appropriate high visibility and safety gear.

Maintain a flexible work schedule to accommodate peak season demands, special events, severe weather conditions, etc.

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

Must maintain a good public relations attitude toward the general public

PREFERRED QUALIFICATIONS:

Maritime experience

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.

**CPR and First aid certification preferred.**

WORKING CONDITIONS:

Work is primarily conducted in an outdoor setting; the noise level is typical of most outdoor environments where telephones, personal interruptions, and background noise are frequent with only some (20-40%) occasional hazards or obstacles. There is a moderate level of personal risk encountered while performing assigned work. Job conditions are occasionally uncomfortable relative to noise, temperature, inside/outside work, dirty conditions, or interactions with angry or hostile individuals.

Positions at this level require substantial (60-80%) physical efforts or manual labor such as lifting, carrying or constant movement and is often required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. This rating also includes job situations where speed, agility and hand eye coordination and equipment operation is a continual requirement.

The position requires mobility, including moving materials weighing up to ten (10) pounds on a regular basis and infrequently moving materials which may weigh up to twenty-five (25) pounds. Manual dexterity and coordination are required for a limited amount of the work period for the operation of equipment such as computers and other standard office equipment.

COMMUNICATIONS:

This position has substantial (60-80%) responsibility for interaction with external contacts, generally at higher levels. Contacts may be within the organization structure, with organization residents, or with other organizations. Positions has frequent responsibility for interaction and communication with a broad range of people and customers and collaboration and cooperation must be established to accomplish assigned tasks. Adverse consequence to the organization could be significant if interactions are not handled well. Employees regularly interact in with individuals and in group meetings.

SUPERVISORY RESPONSIBILITIES:

This position does not include supervisory responsibilities.

SUPERVISION RECEIVED:

This position regularly contributes ideas about new work methods and systems, but decisions or actions which commit the organization, or which are outside established policy/procedure are expected to be referred to others for final action. This position is expected to work under minimal supervision. Work regularly calls for decision, problem solving, and/or recommendations within scope of position responsibilities. Consideration of facts and options is required, but decisions usually have some precedent, resulting in only limited risk regarding outcome.

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.

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| Employee Name | Employee Signature | Date |

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| Supervisor Name | Supervisor Signature | Date |

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