JOB DESCRIPTION

Harbor Maintenance Worker I

Date Prepared: November 2014

SUMMARY: Under basic supervision, performs semi-skilled general labor and maintenance tasks for Santa Cruz Port District (District) buildings, grounds, landscaping, docks, lift stations, dredge, and other harbor facilities, equipment, and infrastructure; performs work in accordance with all safety regulations and procedures.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Operates specialized equipment and performs manual labor tasks in order to maintain a clean, safe, attractive and user-friendly District harbor; maintains buildings, grounds, landscaping, docks, lift stations, dredge, and other harbor facilities and infrastructure; follows all safety rules and regulations to minimize risk of accidents; duties may vary according to job assignment and experience.
- Performs a variety of harbor maintenance activities, including cleaning facilities and equipment, landscaping maintenance, and pesticide and herbicide applications; cleans up trash and debris; sweeps and cleans harbor facilities, grounds, and adjacent areas.
- Performs basic maintenance and repairs on harbor facilities and buildings as directed; performs basic carpentry, plumbing, electric, painting, and masonry tasks; maintains and repairs mechanical and plumbing systems, dredge equipment, lift stations, sewer and water lines
- Performs basic inspection and maintenance on tools, equipment, harbor services equipment, and motorized machinery; performs minor repairs within scope of authority and training.
- Operates vehicles and equipment in accordance with all safety regulations and procedures; reports mechanical problems requiring additional repair.
- Cleans work area of debris; disposes of all material in accordance with District policy and safety standards
- Checks facilities and grounds for unsafe conditions; clears hazards and dangerous areas; reports safety conditions, security issues, and illegal activities; reports problems and emergency situations.
- Utilizes proper safety precautions in all work performed; reports problems and emergency situations; recognizes and reports unsafe acts, conditions, accidents, and injuries.
- Responds to emergencies as directed and performs tasks in the interest of public safety and property protection during emergencies.
- Cross-trains in a variety of work methods, and the use and maintenance of District equipment and tools.
- Supports the relationship between the District and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and District staff; maintains confidentiality of work-related issues and District information; performs other duties as required or assigned.
- Operate a personal computer for research of parts, tools and ordering.
- Working over and in the water, on boats and docks.
- Understand and follow written and oral instructions and communicate clearly both orally and in writing.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:
High School Diploma or GED equivalent; AND one year of experience in building and grounds maintenance; OR an equivalent combination of education, training, and experience.

Knowledge of:
- District policies and procedures.
- Tools and equipment used in grounds and facilities maintenance.
- District safety rules and regulations.
- Safety rules and regulations, occupational hazards, and safety precautions in public facilities.
- Techniques and procedures for repair and maintenance of public buildings, harbors, and infrastructure.

Skill in:
- Operating and maintaining power and hand tools and motorized equipment in a safe and effective manner.
- Basic use of chemicals and cleaning compounds.
- Performing basic semi-skilled buildings and grounds maintenance work.
- Using basic repair and maintenance methods on electrical, plumbing, and mechanical systems.
- Performing manual labor tasks, including lifting and carrying heavy objects.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:
A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:
Work is performed outdoors with exposure to inclement weather and varying temperatures; required to perform moderate physical work, and lift and carry up to 50 pounds. The ability to tread water for at least five minutes.

JOB DESCRIPTION

Harbor Maintenance Worker II

Date Prepared: November 2014

SUMMARY: Under basic supervision, performs semi-skilled to skilled labor and maintenance tasks for Santa Cruz Port District (District) buildings, grounds, landscaping, docks, lift stations, dredge, and other harbor facilities and infrastructure; performs work in accordance with all safety regulations and procedures.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Operates a variety of specialized equipment and performs manual labor tasks in order to maintain a clean, safe, attractive and user-friendly District harbor; maintains buildings, grounds, landscaping, docks, lift stations, dredges, and other harbor facilities and infrastructure; follows all safety rules and regulations to minimize risk of accidents; duties may vary according to job assignment and experience.
- Inspects and maintains tools and equipment, including motorized machinery; performs minor repairs within scope of authority and training.
- Operates and maintains a variety of vehicles and light to heavy equipment in accordance with all safety regulations and procedures; reports mechanical problems requiring additional repair.
- Monitors work site to assure that safety rules and regulations are followed, and that the work zone and all equipment are in safe operating condition; cleans work area of debris; disposes of all material in accordance with District policy and safety standards
- Checks facilities and grounds for unsafe conditions; clears hazards and dangerous areas; reports safety conditions, security issues, and illegal activities; reports problems and emergency situations.
- Utilizes proper safety precautions in all work performed; reports problems and emergency situations; recognizes and reports unsafe acts, conditions, accidents, and injuries.
- Responds to emergencies as directed and performs tasks in the interest of public safety and property protection during emergencies.
- Cross-trains in a variety of work methods, and the use and maintenance of District equipment and tools.
- Supports the relationship between the District and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and District staff; maintains confidentiality of work-related issues and District information; performs other duties as required or assigned.

If assigned to Facilities Maintenance:

- Performs a variety of harbor maintenance activities, including cleaning and repairing facilities and equipment, landscaping maintenance, and pesticide and herbicide applications; cleans up trash and debris; sweeps and cleans harbor facilities, grounds, and adjacent areas.
- Maintains, repairs, and renovates harbor facilities and buildings as directed; performs carpentry, plumbing, electric, painting, and masonry tasks; maintains and repairs mechanical and plumbing systems, dredge equipment, lift stations, sewer and water lines.
- Checks facilities and equipment to verify proper operating conditions and identify maintenance needs; repairs equipment and components, and performs preventive maintenance on electrical, plumbing, mechanical and electromechanical equipment and components as needed.

- Performs skilled labor in the inspection, maintenance, preventive maintenance, renovation, and repair of buildings, grounds, landscaping, docks, lift stations, and other harbor facilities and infrastructure; identifies and reports vehicle and equipment problems requiring additional repair.
- Reads and interprets basic plans for repair and maintenance work; develops materials lists; makes accurate measurements.
- Operates skiff, dinghies and other vessels in performance of duties.

If assigned to Dredging Operations:

- Participates in operations of hydraulic/suction dredge and associated equipment to maintain safe passage depths through the harbor entrance channel and within inner harbor; maintains and repairs motors and engines, and mechanical, hydraulic, and electrical systems on the dredge; operates tug and tug crane to position pipes and move anchors.
- Uses welding skills to perform structural and cosmetic repairs to dredging equipment.
- Operates workboat (tug) and tug crane to position pipes and move anchors.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:
High School Diploma or GED equivalent; AND three years of experience in building and grounds maintenance, preferably with the District; OR an equivalent combination of education, training, and experience.

Knowledge of:
- District policies and procedures.
- Tools and equipment used in grounds and facilities maintenance.
- Federal, state and District safety rules and regulations.
- Safety rules and regulations, occupational hazards, and safety precautions in public facilities.
- Techniques and procedures for repair and maintenance of public buildings, harbors, and infrastructure.
- Federal and state safety rules and regulations, including OSHA requirements.

Skill in:
- Operating and maintaining power and hand tools and motorized equipment for prolonged periods of time in a safe and effective manner.
- Safe use of chemicals and cleaning compounds.
- Performing a wide variety of semi-skilled dredging and/or buildings and grounds maintenance work.
- Using basic repair and maintenance methods on electrical, plumbing, and mechanical systems.
- Performing manual labor tasks, including lifting and carrying heavy objects.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.
- Operate a personal computer.

LICENSE AND CERTIFICATION REQUIREMENTS:
A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:
Work is performed outdoors with exposure to inclement weather and varying temperatures; required to perform moderate physical work, and lift and carry up to 50 pounds. Must be able to work over and in water, swim and tread water for at least five minutes and self-rescue.

JOB DESCRIPTION

Harbor Maintenance Worker III

Date Prepared: November 2014

SUMMARY: Under basic supervision, performs skilled labor tasks for Santa Cruz Port District (District), including harbor dredging and maintaining and repairing harbor facilities and infrastructure; works independently, and makes appropriate decisions based on work experience and training.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Operates a variety of specialized equipment and performs skilled labor tasks in order to maintain a clean, safe, attractive, and user-friendly District harbor; follows all safety rules and regulations to minimize risk of accidents; duties may vary according to job assignment and experience.
- Works independently and makes appropriate decisions based on work experience and training; examines equipment malfunctions and troubleshoots actual and potential problems; repairs, disassembles, rebuilds and adjusts equipment and components; fabricates and reconditions parts as needed; assures equipment functions meet job specifications and technical codes.
- Monitors work sites to verify that the work zone and all equipment are in safe operating condition and assure that safety rules and regulations are followed; verifies maintenance and repair issues are properly identified, addressed, and resolved; operates a variety of specialized equipment in accordance with all safety regulations and procedures.
- Checks facilities and equipment to verify proper operating conditions and identify maintenance needs; repairs equipment and components, and performs preventive maintenance on electrical, mechanical and electromechanical equipment and components as needed.
- Checks facilities and grounds for unsafe conditions; clears hazards and dangerous areas; reports safety conditions, security issues, and illegal activities; reports problems and emergency situations.

- Utilizes proper safety precautions in all work performed; reports problems and emergency situations; recognizes and reports unsafe acts, conditions, accidents, and injuries.
- Responds to emergencies as directed and performs tasks in the interest of public safety and property protection during emergencies.
- Assists in training staff in the use and maintenance of District equipment and tools.
- Supports the relationship between the District and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and District staff; maintains confidentiality of work-related issues and District information; performs other duties as required or assigned.

If assigned to Facilities Maintenance:

- Checks facilities and equipment to verify proper operating conditions and identify maintenance needs; repairs equipment and components, and performs preventive maintenance on electrical, plumbing, mechanical and electromechanical equipment and components as needed.
- Performs skilled labor in the inspection, maintenance, preventive maintenance, renovation, and repair of buildings, grounds, landscaping, docks, lift stations, and other harbor facilities and infrastructure; identifies and reports vehicle and equipment problems requiring additional repair.
- Reads and interprets basic plans for repair and maintenance work; develops materials lists; makes accurate measurements.
- Operates skiff, dinghies and other vessels in performance of duties.

If assigned to Dredging Operations:

- Operates hydraulic/suction dredge and associated equipment to maintain safe passage depths through the harbor entrance channel and within inner harbor; maintains and repairs motors and engines, and mechanical, hydraulic, and electrical systems on the dredge.
- Uses welding skills to perform structural and cosmetic repairs to dredging equipment.
- Operates workboat (tug) and tug crane to position pipes and move anchors.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:
High School Diploma or GED equivalent; AND seven years of experience in heavy equipment operations; OR an equivalent combination of education, training, and experience. Marine operations experience is required.

Knowledge of:
- District policies and procedures.
- Methods, materials, and standards used to install, test, maintain, and repair a variety of marine equipment and electromechanical components.
- Methods, materials, tools, and equipment used in specialized equipment and harbor maintenance.
- Methods, materials, tools, and equipment used in hydraulic dredging and marine equipment maintenance.
- Federal, state and District safety rules and regulations.
- State and federal regulations and District policies governing harbor and marine operations.
- Safety rules and regulations, occupational hazards, and safety precautions in public facilities.
- Techniques and procedures for repair and maintenance of public buildings, harbors, and infrastructure.
- Federal and state safety rules and regulations, including OSHA requirements.

Skill in:
- Using specialized tools and equipment to perform skilled electrical and mechanical repair work, including marine engines, pumps, and hydraulic systems.
- Making operating adjustments and repairs to heavy equipment and components.
- Operating and maintaining power and hand tools and motorized equipment for a prolonged period of time in a safe and effective manner.
- Performing a wide variety of heavy equipment operations and maintenance work.
- Inspecting equipment and facilities, and identifying maintenance and repair problems.
- Using experienced repair and maintenance methods on electrical, plumbing, and mechanical systems.

- Performing basic math calculations.
- Promoting and enforcing safe work practices.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Utilizing a computer workstation.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:
A valid California State Driver's License is required. Additional technical training and certification(s) are required, e.g. certification as a Crane Operator, Welder, SCUBA Diver, Electrician, Plumber and/or other specialties as approved by the Port District. Some certifications are subject to drug and alcohol screening in accordance with Department of Transportation (DOT) requirements.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:
Work is performed outdoors with exposure to inclement weather and varying temperatures; required to perform moderate physical work, and lift and carry up to 50 pounds. Must be able to work over and in water, swim and tread water for at least five minutes and self-rescue.