

JOB DESCRIPTION

Boatyard Crew

Date Prepared: April 2015

SUMMARY: Under basic supervision, performs various duties at the Santa Cruz Harbor Boatyard; participates in the work of hauling and launching of vessels using a 50-metric ton mobile boat hoist; shoring vessels; operation, maintenance and repair of boatyard facilities. Facilities include storm water catchments and treatment facilities; compressors; air, water and electrical hookups; hand and power tools; cash register and computer.

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:*

- Schedules and performs customer haul outs and launches
- Maintains daily logs and records of work performed and materials used; completes work orders and routine reports as required.
- Assists in procurement and inventory process and maintains accurate record of materials and equipment used.
- Examines facilities and performs needed repairs and maintenance.
- Ensures compliance with environmental and occupational permits.
- Handles cash, check and credit card transactions; performs daily opening and closing procedures and provides accurate accounting of receipts
- Observes appropriate safety practices.
- Operates and maintains various types of machinery, tools and power equipment;
- Complies with all environmental and safety regulations, Port District rules and regulations and applicable US Coast Guard regulations.
- Utilizes proper safety precautions in all work performed; reports problems and emergency situations; recognizes and reports unsafe acts, conditions, accidents, and injuries.
- Supports the relationship between the District and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and District staff; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND two or more years' experience in boatyard operations and maintenance; OR an equivalent combination of education, training, and experience.

Knowledge of:

- District policies and procedures.
- Practices and procedures used in moving, hauling, launching and shoring vessels;
- Proper use of tools and equipment used in boat repair and maintenance.
- Best management practices relating to marina and facilities maintenance.
- Intermediate to advanced seamanship, including hoist and rigging techniques, rules of the road and radio communications.
- Proper boat handling skills.

Skill in:

- Basic math and computer skills.
- Use of a VHF radio.
- Understanding the operations of the harbor and facilities, and using a variety of vehicles and equipment.
- Operating and maintaining power, hand tools, heavy equipment and machinery;
- Read and interpret simple plans and specifications.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

Possession of a welding and/or equipment operator certification is desirable.

Possession of a Red Cross First Aid certification is desirable.

Possession of scuba diving certification is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in internal and external environments with close proximity to the water and exposure to inclement weather and varying temperatures; and on narrow platforms, moving vessels and confined spaces. Work requires ability to lift, carry and push tools, equipment and supplies weighing up to 100 lbs. Work requires ability to swim and self-rescue from the water.