

## 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.