

## **PORT OF SIUSLAW JOB DESCRIPTION**

**Department: Maintenance**

**Job Title: Maintenance III**

**Supervisor's Title: Maintenance Lead and Port Manager**

**Job Designation: Full Time, 40 hours a week**

### **Position Description:**

Under the direct supervision of the Maintenance Lead and the Port Manager, the Maintenance III primarily provides customer service and performs basic maintenance duties at the Port Marina and Campground. The duties of this job involve heavy work, maintaining the health and appearance of all vegetation and are predominantly accomplished outdoors, and may involve work in adverse weather conditions, and over or near waterways. The work location includes all Port properties.

### **Principal Responsibilities:**

#### **50% Maintenance Work**

- Daily and weekly tasks as assigned by the Maintenance Lead
- Grounds keeping: Mowing, weeding, watering, trimming as needed
- Fuel Dock: Operation of fuel pump and related systems, cash register, credit card processing and cash handling. Maintain clean and orderly fueling station
- Keep the docks clean and free of debris
- Janitorial: restroom cleaning and maintenance, trash removal
- Inspect and report unsafe conditions

#### **40% Project Work**

- Daily and weekly tasks as assigned by Maintenance Lead
- Dock maintenance and repair
- Basic plumbing
- Basic electrical
- Basic carpentry
- Interface with customers and residents

### **Additional Requirements**

#### **5% Continued Education**

- Participate in internal and external training opportunities to improve skills, knowledge and abilities.

#### **5% Other duties as assigned**

- Be aware of health and safety requirements as they relate to the Port and staff. Report any issues as they are noticed.
- Provide coverage in the absence of other staff members.
- Other tasks as assigned by the Port Manager.

## **Job Conditions**

- The duties of this job involve periodic heavy lifting, are predominantly accomplished outdoors, and may involve work in adverse weather conditions, and near waterways. Shifts may include weekends and holidays.

## **Job Qualifications:**

- High school diploma or equivalent.
- Must be at least 18 years of age.
- Must have valid Oregon driver's license.
- Must have valid Boater's Education Card, or be able to acquire within one year.
- Must consent to and satisfactorily pass a thorough background investigation and drug screening.
- Must be willing and able to work weekends and holidays.
- Must refrain from smoking while in Port buildings, vehicles or while operating Port equipment.
- Must be able to satisfactorily complete the training program prescribed by the Port.
- Must be bondable and be able to accurately handle money transactions.
- Must be able to successfully complete first aid and CPR training.

## **Knowledge, Skills and Abilities;**

- Present yourself in a calm and polite manner.
- Ability to administer basic first aid in emergencies.
- Ability to perform work safely at all times and use required personal protective equipment.
- Ability to learn basic skills in carpentry, plumbing, mechanics, electrical and janitorial.
- Ability to participate in the repair, maintenance and new construction of Port facilities.
- Ability to use a variety of tools that require arm pulling, pushing and gripping motions and with arms extended overhead for long periods of time.
- Ability to handle, grasp, and pinch tools and materials.
- Ability to sit, bend, stretch, twist, reach, carry, lower, and lift objects up to 50lbs.
- Ability to walk, climb, stand, balance, kneel, crouch, and crawl on flat and/or sloped and/or slick and/or uneven surfaces, ramps, stairs, docks, and ladders.
- Ability to see, hear, read, learn, analyze and remember new and updated complex information, such as hazardous materials data, marine regulations, OSHA regulations, or changes in policy or procedure.
- Ability to apply information in a lawful and logical manner. Ability to communicate effectively both orally and in writing.
- Ability to perform job functions in adverse weather conditions, and over or near waterways. Ability to recognize weather-related or water-related hazards and apply appropriate protective equipment or practices.
- Ability to perform self-rescue and/or assist rescues from water hazards.
- Ability to drive and safely operate Port automobiles.
- Ability to adhere to requirements of being a public official.