



**MARCH 2015
FLSA: NON-EXEMPT**

HARBOR MAINTENANCE WORKER I

DEFINITION

Under direct supervision, performs a variety of routine work in the construction, modification, maintenance, and repair of City harbor infrastructure, including construction, maintenance and repair work of facilities, docks and equipment utilized in the Harbor Department operations; uses and operates a variety of manual and power tools and light to heavy power driven equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Assistant Harbor Master. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level class in the harbor maintenance worker series. Initially under close supervision, incumbents with basic construction and maintenance experience learn City harbor infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited directly related work experience. This class is distinguished from the Public Works Maintenance Worker class series by its specialization in harbor facilities and infrastructure requiring a higher level of training and skill.

The Harbor Maintenance Worker I class is eligible to be filled by promotion from the Public Works Maintenance Worker II level after acquiring two (2) additional years of experience and after gaining the knowledge, skill, experience and any related licenses which meet the qualifications for, and after demonstrating the ability to perform the work of the higher-level class. When the Harbor Maintenance Worker I is filled from the outside, the applicant is required to have at least two (2) years of prior related experience that allows the employee to meet the qualification standards for the I level.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs construction, fabrication, maintenance, and repair activities of City harbor docks and facilities to ensure safe and efficient access for the public.



- Participates in painting, operation and installation work associated with the facilities, docks and equipment managed in the City's harbor operation.
- Inspects assigned City harbor infrastructure for safety issues, structural integrity, and possible future work projects and programs, and appropriately marks areas that need to be repaired.
- Repairs docks, ramps, and piers; changes wheels on ramps; welds broken equipment and forms.
- Stacks docks in yard for off-season storage.
- Prepares, primes and paints harbor structures, facilities, piers, railings, docks and floats; performs fiberglass repair.
- Cleans harbor facilities; responds to emergencies including inclement weather and storms.
- Assists Harbor Department operations as required; may operate boats, trucks and other equipment.
- Performs welding work.
- Operates and maintains specialized vehicles, cranes and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of harbor docks and facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones and controls traffic around work sites and special events to ensure safe conditions for the general public and City workers.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, tools, and materials as they relate to the maintenance and repair of harbor infrastructure, facilities, systems, and appurtenances in a municipal environment.
- Materials used in harbor construction, maintenance and repair.
- Principles and materials for painting in a marine environment.
- Basic mathematics.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Perform basic construction, modification, installation maintenance, and repair work in a marine environment.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.



- Work independently and as part of a team.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Observe safety principles and work in a safe manner.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to possession of a high school diploma. At least one (1) year of experience in construction, maintenance, and/or repair of harbor facilities, or comparable construction experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Class C Driver's License by time of appointment.
- Ability to obtain a class B driver's license with the appropriate endorsements within one (1) year of employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites including the harbor; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in construction areas as well around operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the shop and field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, harbor and road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, water, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS



CITY OF AVALON

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.