



## CITY OF AVALON

MARCH 2015  
FLSA: NON-EXEMPT

### HARBOR MAINTENANCE WORKER II

#### **DEFINITION**

Under general supervision, performs a wide variety of routine to complex work in the construction, modification, maintenance, and repair of City harbor infrastructure, including construction, maintenance and repair work of facilities, docs 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 general supervision from the Assistant Harbor Master. Exercises no direct supervision over staff. May provide technical and functional direction to assigned staff.

#### **CLASS CHARACTERISTICS**

This is the full journey-level class in the harbor maintenance series that performs the full range of duties required to ensure that City harbor infrastructure, systems, and facilities to which assigned, are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned harbor docks, facilities and equipment. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Assistant Harbor Master in that the latter is the full supervisory-level class responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in the division. This class is further 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 II class is eligible to be filled by promotion from the I 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 II 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 II 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.
- Performs painting, operation and installation work associated with the facilities, docks and equipment managed in 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, 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; performs minor electrical maintenance and 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.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Performs other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles, practices, tools, and materials as they relate to the maintenance and repair of harbor infrastructure, facilities, systems, and appurtenances in a municipal environment.
- Principles and materials for painting in a marine environment.
- Basic mathematics.
- Traffic control procedures and traffic sign regulations.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Occupational hazards and safety equipment and practices related to the work.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- 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 construction, modification, maintenance and repair work on assigned City infrastructure, systems, and facilities in a marine environment.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Perform assigned maintenance and repair duties with accuracy, speed, and minimal supervision.
- Operate specialized construction maintenance and repair equipment.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Follow department policies and procedures related to assigned duties.
- 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.
- Observe safety principles and work in a safe manner.
- 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.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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 two (2) years of experience in construction, maintenance, and/or repair of harbor facilities, or comparable construction experience or two (2) years of experience as a Maintenance Worker II or Harbor Maintenance Worker I.

## **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Class B Driver's License.

## **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; 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 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 field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, 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**

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