



CITY OF AVALON
invites applications for the position of:

HARBOR MAINTENANCE I/II

SALARY: **\$19.70 - \$27.76 Hourly**
 \$1,576 - \$2,221 Bi-Weekly
 \$40,969 - \$ 57,751 Annually
FLSA: NON-EXEMPT

OPENING DATE: 11/10/2021

CLOSING DATE: 11/30/2021 by 12 NOON

ABOUT THE POSITION:

The City of Avalon's Harbor department has an excellent opportunity for an individual with a background in the maintenance and repair of harbor infrastructure and facilities. The ideal candidate will be innovative, collaborative, possess excellent interpersonal and communication skills, and perform a variety of maintenance and construction duties with competence and professionalism.

The City will fill the position at the Harbor Maintenance Worker I or II level depending on candidate qualifications.

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 Harbormaster and or Maintenance Superintendent. Exercises no direct supervision over staff. May provide technical and functional direction to assigned staff.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of primary duties and responsibilities. Incumbent may not be required to perform all duties listed and may be required to perform additional,

position-specific duties. The City, at its discretion may add, modify, change or rescind work assignments as needed.

- 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.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

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:

Harbor Maintenance Worker I - 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.

Harbor Maintenance Worker II - 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

LICENSES AND CERTIFICATES:

Ability to obtain a class B driver’s license with the appropriate endorsements within one (1) year of employment

PHYSICAL DEMANDS / WORK ENVIRONMENT:

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

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

This is a broad classification and individual duties will vary depending on area of assignment.

SELECTION PROCESS:

Employment application and supplemental questions must be completed. Resumes will not be accepted in lieu of a City application. Applicant must be specific in describing qualifications for this position on application. Failure to state all pertinent information may lead to elimination from consideration. Stating “See Resume” is not an acceptable substitute for a completed application. Following the closing date, application packets will be screened in relation to the criteria outlined in the job announcement. Candidates with qualifications that best related to the listed position(s) will be invited to participate in the selection process. Possession of the minimum qualifications does not ensure continuing in the recruitment process. The selection process may include an oral interview and other testing processes designed to predict successful job performance. EMPLOYMENT APPLICATION AND SUPPLEMENTAL QUESTIONS ARE LOCATED ON PAGE FIVE (5) OF THIS ANNOUNCEMENT.

General questions can be emailed to scampbell@cityofavalon.com

Application packets may be submitted to:
Stephanie Campbell, HR Analyst II
P.O. Box 707
410 Avalon Canyon Road
Avalon CA 90704

By email: HR@CITYOFAVALON.COM – Last day to submit November 30, 2021 by 12 noon

Equal Opportunity Employer

The City of Avalon is an Equal Opportunity Employer. It is the policy of the City of Avalon to provide employment opportunities for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

Reasonable Accommodations

The City of Avalon is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, **in writing**, at the time when the employment application is submitted.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Benefits

VACATION

10 days - 0-4 years of continuous service

15 days - 5-9 years

20 days - 10+ years

INSURANCE

Excellent benefits package including CalPERS medical, Delta Dental, vision, and life insurance programs. A portion of the employee and dependent's premiums are paid by the City. Voluntary 457 plan and FSA/DCA plans are also offered.

HOLIDAYS

12 holidays per fiscal year.

SICK LEAVE

96 hours per year.

RETIREMENT

Depending on eligibility, based on CalPERS criteria, new full time employees will be provided the PERS 2% @50 – Classic Members or PERS 2.7 %@57 – New Members. Employees currently contribute the entire employee contribution amount of 9% for Classic employees or 13.5% for PEPRAs employees.

City of Avalon
P.O. Box 707
Avalon, CA. 90704
Fax number: 310-510-0901
HR email: hr@cityofavalon.com

Applications may be faxed, emailed, mailed, or hand delivered to City Hall
Completely fill in the application. Attach resume to application, but do not write "See resume" on any application sections.

Date		Position:	Harbor Maintenance Worker I/II
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Applicant Information			
Last Name	First	M.I.	Cell #:
Mailing Address			Phone #:
City	State	ZIP	
Personal Email			
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Driver's License	State	Expiration Date	

Education		
High School		Address
Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address
Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
What Year		
Other		Address
Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
What Year		

References	
<i>LIST THREE <u>WORK RELATED</u> REFERENCES</i>	
Full Name	Relationship
Company	Phone ()
Address	

Name	Relationship
Company	Phone ()
Address	
Name	Relationship
Company	Phone ()
Address	

Previous Employment			
Company		Address	
Job Title	From	To present	
Reason for Leaving			
Company		Address	
Job Title	From	To	
Reason for Leaving			
Company		Address	
Job Title	From	To	
Reason for Leaving			
Company		Address	
Job Title	From	To	
Reason for Leaving			
Company		Address	
Job Title	From	To	
Reason for Leaving			
Military Service			
Branch		From	To
Rank	at	Type	of
Discharge		Discharge	
If other than honorable, explain			

Disclaimer and Signature	
<p>The City of Avalon is an equal opportunity employment employer that complies with Title VII of the Civil Rights Act as amended and all applicable state and federal laws prohibiting discrimination. Therefore, it is the policy of the City of Avalon to make employment decisions without regards to race, color, sex, religion, national origin or ancestry, age, marital status, or handicap, except where such qualifications are bona-fide occupational qualifications.</p> <p>IMPORTANT: CERTIFICATE OF APPLICANT</p> <p>I hereby certify that all statements made in this application are true and complete, and that any misstatement of material facts may subject me to disqualification or dismissal.</p>	
Signature	Date

Applicant Name		
Supplemental Questions – Must complete and return with employment application		
Knowledge/Skills/Experience		
	NO	YES
1. While in a general maintenance or skilled manual labor position, I have been responsible for:		
a. Building and facilities maintenance and repairs, including cleaning and carpentry.		
b. Operating a variety of heavy machinery.		
c. Can make accurate arithmetic calculations.		
d. Can read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics.		
e. Set up and operate traffic area construction zones, including cones, barricades and flagging		
f. City emergency call outs and on-call within 30 minutes of the call. Are you willing and able to meet this requirement?		
g. This position requires working on floats, wharfs and piers. Can you swim in the event of an accident?		
2. Explain your work experience as it relates to this open recruitment		

