



Crescent City Harbor District

Job Description: Maintenance Worker III

This is a full-time 40 hour per week position. Normal working hours are from 7 a.m. until 3:30 p.m. Monday through Friday.

Under the direction of the CEO/Harbormaster or designee, Deputy Harbormaster, Facilities Manager and/or the Maintenance Supervisor or the Maintenance Worker Foreman, or Lead Maintenance Worker, the Harbor Maintenance Worker III performs janitorial, maintenance and groundskeeping work on all Harbor District and related facilities as directed. The Harbor Maintenance Worker III is also required to perform semi-skilled labor in the maintenance, construction and service activities related to Harbor District facility maintenance and to perform other related tasks in assigned areas as required. The Maintenance Worker III may be required to serve as an Acting Supervisor in the absence of Maintenance Worker Lead Man or Foreman. Maintenance Worker III can perform all the duties required of Maintenance Workers I and II.

Maintenance Worker III is represented by the Carpenters Local Union 751 and the Carpenters 46 Northern California Counties Conference Board.

Responsibilities and duties may include, but are not limited to the following:

Essential Duties:

- Inspect, maintain, and repair Harbor District facilities and equipment; perform general building maintenance duties in the areas of carpentry, plumbing and electrical repair.
- Operate construction equipment and power tools such as compressors, pumps, generators, paint sprayers, sand blasters, forklift, Travelift, various watercraft, mowers, edgers, chain saws, blowers, and other tools.
- Be responsible for the electrical/plumbing work area and the materials stored there.
- Ability to MIG and TIG weld
- Ability to perform basic machine work and fabrication as needed
- Responsible for maintenance and storage of welding equipment and supplies
- Ability to operate the mobile crane, backhoe, large dump truck and the dredge
- Knowledge of basic maintenance procedures for gasoline and diesel engines

- Knowledge of hydraulic systems
- Knowledge of brake systems
- Able to perform routine maintenance on Harbor District vehicles, equipment and vessels
- Be responsible for maintenance and repair record keeping for Harbor District equipment, vehicles and vessels
- Maintain hand tools and other assigned equipment
- Repair problems and report problems discovered during regularly scheduled facility and equipment checks
- Coordinate Maintenance Worker I activities and record in the appropriate log daily tasks in the absence of or by direction of the Lead Maintenance Worker
- Give detailed reports on status of current projects to supervising Maintenance Worker
- Cleans restrooms, office and shop areas
- Washes windows
- Performs groundskeeping duties
- Empties trash containers
- Performs dock walks and picks up litter and trash from docks
- Performs routine maintenance, paints and makes minor repairs on Harbor District structures and facilities as directed
- Assists in regular preventative maintenance programs by performing scheduled checks and reporting results
- Assists in the enforcement of laws, rules and regulations concerning the use of Harbor District facilities
- Respond to requests and inquiries from the public and tenants in a polite manner
- Maintain records related to assigned areas of responsibility
- Use proper safety precautions related to all work performed
- Assist in emergency, hazardous material spills and rescue efforts in the harbor area
- Perform related duties and responsibilities as required

Required Qualifications:

- A high school diploma, GED or a combination of related education and work experience equal to five years
- Pass the Harbor District physical examination
- Ability to meet the requirements of a drug-free workplace
- Current valid California driver's license. Must provide a DMV printout of driving record and be insurable by the District's underwriter.
- Ability to pass a criminal background check
- Ability to swim
- Five years of increasingly responsible experience performing field maintenance duties, with the minority of time performing custodial duties, or a minimum of two years successful experience in the Crescent City Harbor District Maintenance Worker II position

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of a Harbor Maintenance Worker. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

- Hearing: Adequate to hear under both quiet and noisy conditions with the ability to distinguish from which direction a sound is coming
- Vision: Adequate to perform duties in a safe and successful fashion and to meet DMV criteria for required licensing
- Coordination and Dexterity: Finger dexterity and arm-hand steadiness adequate to operate non-power hand tools; coordination and balance to walk on uneven or moving surfaces; range of motion to lift arms above the head for extended periods or to bend and reach while repairing or working on facilities or equipment

Desired Qualifications including but not limited to:

Demonstrable Knowledge and/or documented experience of:

- General custodial practices
- Lawn and plant care
- General Landscaping techniques
- Small boat operation, safety and maintenance
- Basic Welding safety and techniques
- Heavy equipment operations , safety and maintenance
- Harbor operational procedures
- Fire Fighting techniques
- Methods and techniques of maintenance, construction and repair related to harbor facilities including electrical, plumbing, mechanical and carpentry knowledge and skills
- Operational characteristics of mechanical equipment and tools used in the assigned area of responsibility
- Safe Work Practices

Demonstrable Ability and/or Documented Experience to:

- Easily follow both written and oral directions given in English
- Communicate clearly and concisely both in writing and orally in English

- Work independently in the absence of supervision
- Direct the work of others
- Operate heavy machinery like cranes, backhoes and forklifts plus vessels and dredges and other rolling and floating stock
- MIG and TIG welding
- Repair and maintenance of diesel and gasoline engines and hydraulic systems
- Work outdoors in cold and wet conditions and during hours of daylight and darkness
- Possess sufficient strength and stamina to lift and carry objects weighing up to 70 pounds and perform sustained heavy physical labor
- Must possess sufficient balance to move heavy objects from moving surfaces, such a boats, to stationary surfaces, such as docks, without difficulty
- Perform custodial duties and semi-skilled maintenance work on harbor facilities and equipment
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations
- Use and operate hand tools, mechanical equipment and power tools and all equipment required for performance of duties in a safe and efficient manner
- Perform heavy manual labor for extended periods of time

The Harbor District retains the right to change or assign other duties to this position as required