



## **Crescent City Harbor District**

### **Job Description: Maintenance Worker I**

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, the Maintenance Worker Foreman, or Lead Maintenance Worker, the Harbor Maintenance Worker I performs janitorial, maintenance and groundskeeping work on all Harbor District and related facilities as directed. The Harbor Maintenance Worker I is also required to perform semi-skilled labor in maintenance, construction and service activities related to Harbor District facility maintenance and to perform other related tasks in assigned areas as required.

Maintenance Worker I 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:**

- 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
- Performs related duties and responsibilities as required

**Required Qualifications:**

- A high school diploma, GED or a combination of related education and work experience equal to two years
- Pass the Harbor District pre-employment 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.
- Successfully pass a criminal background check
- Ability to swim

**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 safety and maintenance
- Basic techniques of maintenance, construction and repair related to harbor facilities
- 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
- 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
- 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
- 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**