



## **Crescent City Harbor District**

### **Job Description: Maintenance Worker Foreman**

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.

The Maintenance Worker Foreman is knowledgeable in all aspects of Maintenance Worker I, II, III and IV job duties and requirements.

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

#### **Duties and Responsibilities**

Under the direction of the CEO/Harbormaster or designee, Deputy Harbormaster, Facilities Manager and/or the Maintenance Supervisor, the Maintenance Worker Foreman shall assign, coordinate and supervise the work of the Harbor District Maintenance Worker team. The Maintenance Worker Foreman sets and enforces standards of performance and behavior at the workplace.

#### **Duties include, but are not limited to:**

- Coordinates the planning, scheduling and operations of the repair and maintenance of the Harbor District facilities and equipment
- Ensures proper training of Harbor District Maintenance Workers
- Evaluates performance of Harbor District Maintenance Workers
- Assists and/or directs preparations of maintenance records and reports as required
- Determines the most efficient use of manpower, supplies and equipment for harbor maintenance and repair programs
- Oversees workplace safety standards and safe job performance
- Orders supplies and equipment as needed in proper quantities
- Analyzes maintenance needs of the Harbor District and prioritizes tasks to be performed
- Is proactive in creating maintenance schedules in order to avoid service interruptions at Harbor District

**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
- Seven years of increasingly responsible experience performing field maintenance duties, with the minority of time performing custodial duties, or a minimum of four years successful experience in the Crescent City Harbor District Maintenance Worker IV 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

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