

**Job Title:** Harbor Maintenance Worker

**Pay Rate:** Grade 3 (\$17.00 - \$19.99/hr)

**Department:** Harbor, City of Craig

**Immediate Supervisor:** Harbormaster

**Date Revised:** March 1, 2024

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### **Position Summary**

Under the general direction and supervision of the Harbormaster, the Harbor Maintenance Worker assists in day-to-day operations and maintenance of all dock and harbor facilities. Significant interaction with public.

### **Duties & Responsibilities**

- Maintain all dock and harbor facilities.
- Direct transient vessel traffic in harbors and assist on dock as necessary including, but not limited to, mooring and moving boats.
- Check moorage at North Cove, South Cove, and City Dock.
- Keep docks clear and in operable condition.
- Operate water pumps.
- Assist with maintenance projects to include mechanical, electrical, plumbing and carpentry work.
- Assist in hauling boats and other boatyard duties.
- Monitor waste oil tanks.
- Maintain all harbor bathrooms by keeping open, stocked, and in clean and sanitary condition.
- Perform related duties as assigned.

### **Qualifications**

- Must have a high school diploma or the equivalent.
- Must be 18 years of age.
- Must have basic skills/knowledge for operating small vessels, one to three years of experience preferred.
- Must have experience operating maintenance-type equipment, tools, and have basic plumbing, and carpentry skills.

### **Supervision**

The Harbor Maintenance Worker works under the general supervision of, and is responsible to, the Harbormaster.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and correspondence.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**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 this job. The employee must be able to lift 70 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, and walk.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The position often requires the employee to work outside in conditions common to Southeast Alaska and the City of Craig, year round. Availability to work extended hours and/or hours outside the normal weekday shift. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

**Position & Benefits**

This is a seasonal, hourly position with the City of Craig. This position is an intermittent fill-in and workload dependent position. There is not a regular schedule and the employee will work a total of approximately 680 hours total per year. When called in to work the employee may work part time or full time at the harbormaster's discretion. The work schedule will be based on the needs of the harbor department at the direction of the harbormaster. The City of Craig is an Equal Opportunity Employer.

*Note: Reference is made to The City of Craig Employee Handbook for subjects not included in this job description. The Handbook takes precedence over this job description.*

**Printed Name**

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**Signature**

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**Date**

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**Director**

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**Date**