



Current Opening
Facilities Maintenance II / Marina
Job Closes: 05/20/2022 @ 5:00pm

Must submit a completed job application & resume to be considered for this position.

www.portcw.com / jen@portcw.com

Title: Facilities Maintenance II / Marina

Reports To: Director of Facilities

Classification: Non-Exempt

Wage: \$23.54 – \$27.98

Schedule : Monday – Friday hours 7:00 am – 3:30 pm.
Summer hours are Monday – Friday 6:00 am – 2:30 pm.
These hours may vary from time to time. Job may be subject to working Saturdays,
Sundays with a change in work hours.

Benefits:

- *Full Family Medical/Dental Insurance Premium Paid by Employer
- *Life Insurance Premium Paid by Employer
- *LTD Insurance Paid by Employer
- *WA State PERS Retirement Paid by Employer
- *Accrue 8 hours of Vacation/ 8 hours of Sick leave at the end of every month.
- *12 Employer Paid Holidays a Year
- *Wellness Benefit \$35 Month (up to \$420 per year) Deposited into a VEBA account.
- *Clothing Allowance \$600 Per Year
- *Cell Phone Partial Reimbursement

****1 Year Probationary Period****

JOB DESCRIPTION

The Port of Camas-Washougal believes that each employee makes a significant contribution to the port's success and that contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer services wherever and whenever necessary to ensure the success of the port's endeavors.

General Position Summary:

Maintains marina for daily dock use and seasonal moorage. Responsibilities include maintenance of floating docks, parking facilities, office and dock structures and fueling system and storage.

Essential Functions/Major Responsibilities:

- Maintains structural integrity of marina and docks; makes regular inspections and repairs as needed.
- Maintains outdoor areas (parking lots, sidewalks, boat launch, signage, etc.) pressure washing, cleaning, painting and restriping, etc.
- Inspects safety equipment on a regular basis, ensuring all are in good working order, including but not limited to fire extinguishers, safety ladders, life rings and cabinets. Maintains inventory list of safety equipment.
- Monitors and maintains fueling system; identifies and documents system failures, ensuring proper repair.
- Ensures timely and proper response to any fuel spills; educates staff and tenants on spill response protocols.
- Maintains equipment and tools, including but not limited to port vehicles, hand tools and small engines.
- Visually inspects moored boats for inferior lines, noncompliant shore power cords/connections or tags/registration. Checks for neglected, abandoned or sinking boats.
- Performs and documents stray current inspections; Educates staff and tenants regarding stray current.
- Ensures Port of Camas Washougal maintains "Clean Marina Washington" status. Educate staff and tenants regarding requirements.
- Ensures marina is prepared for the appropriate season (opening & shuttering/winterizing restroom facilities, turning water and pump systems on & off, draining lines, insulating, etc.)
- Patrols boat launch parking lot and marina; issues violation notices for non-payment, theft of services, etc.

Secondary Functions:

- Assists with snow, ice, and debris removal.
- Assists with the set-up and break-down of special events.
- Creates content for monthly tenant newsletter.
- Other duties as required.

Job Scope & Accountability:

Work is diverse and may be complex in nature. Decisions are made according to prescribed operating guidelines and according to the incumbent's technical knowledge. The incumbent operates with minimal supervision, and some work is reviewed by the supervisor. The incumbent has no budgetary authority or responsibility. Incumbent makes informal recommendations regarding operational and strategic planning. Errors in work can have an impact on the safety of staff and tenants and on the reputation of the port.

Supervisory Responsibility:

The position provides daily work direction, training, and guidance to full-time and temporary Marina employees. The incumbent does not have the authority to hire, fire, or authorize overtime work.

Interpersonal Contacts & Skills:

Communication is mainly done via telephone and face-to-face, with a minority being electronic. Communication is made with individuals both within and outside the organization and rarely contains sensitive or confidential information or matters. Occasionally, matters of communication are of a complex nature and/or may involve individuals who are hostile or upset.

Specific Job Skills:

- Ability to communicate effectively in English verbally and in writing.
- Good customer service skills and ability to interact in a positive manner with the public.
- Ability to communicate with hostile or upset individuals, while diffusing potential volatile situations.
- Ability to read, understand and follow directions and warnings of product labels, including chemicals, fuel, and cleaning products.
- Ability to use computer and software appropriate for the job and job responsibilities.
- Ability to use various hand tools and equipment, including saws, drills, hammers, welders, sanders, tractors and other vehicles, etc.
- Ability to trouble shoot, analyze problems and make minor repairs to work equipment, including small engines and physical structures.
- Ability to make decisions and use discretion.
- Basic math skills, including addition, subtraction, multiplication and division.
- Excellent boating skills. Knowledge of Columbia River currents and tide fluctuations.
- Knowledge of marina fuel systems, including maintenance, deliveries and emergency shut-off.
- Knowledge of "on water" fueling facility regulations and requirements.
- Ability to work as part of a team, providing input and sharing ideas.
- Ability to walk two to five miles per day over rough, uneven terrain.
- Ability to hear alarms and identify dangerous situations.
- Ability to lift/move up to 50 pounds.
- Ability to crawl, stoop, bend, kneel, climb/use ladders and occasionally work in odd, tight spaces.

Education and/or Experience:

Some vocational or trade school education in marina maintenance/management or related field. Two years of building maintenance/construction/boat dock or related experience. Valid driver's license, first aid, including CPR, Underground Storage Tank (UST) certification, and AB fuel handlers' card within the 1st year.

Job Conditions:

Work generally takes place in a shop area and out of doors, around open water, in all kinds of weather during normal business hours with occasional weekend work for special events. Work hours may vary according to the season, weather, and emergency needs. Incumbent may be exposed to chemicals, loud noises, water, inclement weather, and hostile individuals.

Competencies:

- Analytical skills - collects and researches data; uses experience to complement data; designs works flows and procedures.
- Problem solving skills - identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Technical skills - assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Customer service skills - manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments.
- Interpersonal skills - focuses on solving conflict not blaming; maintains confidentiality; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral communication skills - speaks clearly and persuasively in positive and negative situations; listens carefully and sincerely considers the ideas of others; respects diverse opinions; responds well to questions; shares information and encourages openness in communications.
- Written communication skills - writes clearly and informatively; able to read and interpret written information.
- Teamwork skills - balances team and individual responsibilities; exhibits objectively and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed.
- Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Organizational support - follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- Strategic Thinking - Develops strategies to achieve organizational goals.
- Judgment - Displays willingness to make decisions; includes appropriate people in decision-making process; makes timely decisions.
- Motivation - Sets and achieves challenging goals.

- Professionalism - approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- Initiative - Undertakes self-development activities; asks for and offers help when needed.
- Innovation - Meets challenges with resourcefulness; generates suggestions for improving work.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.