

ASSISTANT DOCK MAINTENANCE POSITION

2019

INTRODUCTION: This position will provide support to the Dock Manager for the Port of Umpqua Commercial Dock in Winchester Bay.

Duties at the dock are primarily to provide backup to the Dock Manager by operating the hoist and fork lift, assist the fish buyers and fisherman, and maintain the dock, hoist and fork lift in the event the Dock Assistant is unavailable or demand exceeds his ability to manage the work load. The employee applies judgment to determine appropriate procedures and conduct within established guidelines which at times may require interpretation. Must have reliable transportation, valid driver license, available on call to fishing fleet and pass a background check and drug testing.

SUPERVISION: Coordinates duties with the Dock Manager and works under the supervision and reports to the Port Manager

WORK SCHEDULE:

- Position to commence immediately upon selection of candidate.
- 180 days probationary period.
- Overtime must be approved by Port Manager before overtime hours are worked
- No set hours, this is an on-call position to handle duties outlined above
- Must be available to work on-call as necessary

BENEFITS: None available for this position

EXAMPLES OF PRINCIPLE DUTIES: (Duties assigned to this position include, but are not limited to the following examples.)

- Support Dock Manager at the Port Dock
- On call to operate hoist for fishing vessels without their hoist key card
- Assist with or operate the flake ice machine and provide support for the sale of ice
- Available 24/7 by cell phone
- Scheduling and coordination of those times
- Operating hoist to load/unload product and/or equipment for commercial fishing vessels when required or upon request of boat owner
- Operating fork lift to facilitate loading/unloading
- Completing all paperwork provided by the Port
- Keeping dock clean
- Consult with Dock Manager and Port Manager to establish and revise procedures
- Complete special projects as assigned by the Port Manager
- Perform other responsibilities as required

KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THIS POSITION

- Operation of hoist
- Operation of fork lift
- Accurate completion of required equipment logs, timesheet and paperwork

Ability to:

- Work without having access to cell phone device while working
- Communicate effectively with Port staff
- Communicate effectively with fishermen and others utilizing the Port dock facility
- Estimate and manage time effectively
- Establish and maintain records
- Make decisions independently in accordance with established guidelines
- use initiative and judgement in completing tasks and responsibilities;
- Maintain confidentiality of Port operations
- Courteously meet and deal effectively with other employees, other agency representatives, vendors and the public.
- Ability to work well with the fishing community clientele

Education, experience and training:

Two years work-related experience or satisfactory equivalent combination of education, experience and training which provides required knowledge and skills necessary to perform the duties of the position.

Desirable qualification:

Experience working in the commercial fishing industry; experience with mechanical, hydraulic and other maintenance-oriented activities

Supervisory controls of this position:

Work is performed under the general direction of the Dock Manager and responsible to the Port Manager. Employee estimates time and materials and manages time efficiently. Judgment is necessary in selecting appropriate established guidelines to follow. Employee uses communication, coordination with Port staff and initiative in completing routine assignments and interpretation of general guidelines is sometimes necessary. Work is spot-checked in process or at completion of projects. Port Manager is available to answer questions.

Driving Record and Vehicle Requirements:

Individual must have a valid Oregon Driver's License, a satisfactory driving record, use of a personal motor vehicle and be able to provide proof of adequate personal vehicle insurance coverage.

Physical Demands and Work Environment:

Primary duties will be performed at the Port's Dock. Position will require bending, hearing voice conversations, kneeling, lifting up to 30 – 50 lbs., pulling, pushing, reaching, walking, and operation of a motor vehicle, hoist, fork lift and scales.

RECRUITMENT & SELECTION PROCESS:

□ Applications and any supplemental materials:

Interest in Port employment can be indicated by submitting a completed Port employment application containing an original signature. Resumes are welcome along with a completed application. A date will be set for when applications must be received in the Port Office.

□ Initial Screening and Interviews:

Applicants will be evaluated based on minimum qualifications. Person selected for the position must agree to and pass a background check and drug screening at the Port's expense. All applicants will be notified by mail of the selection results.