

**PORT OF GARIBALDI**  
**PORT MAINTENANCE WORKER I**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under immediate supervision, learns to perform the duties assigned to classes in the Port Maintenance Worker series, including custodial, maintenance, repair, and construction work on Port facilities including piers and the RV Park; develops a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Port Maintenance Worker I** is the entry-level class in the Port Maintenance Worker series. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within established guidelines where there are minimal consequences of error, including a wide variety of maintenance, repair, and construction tasks associated with Port facilities and equipment. This class is distinguished from the next higher class of Port Maintenance Worker II in that the latter performs duties under general supervision and is assigned the full range of duties in the series.

**SUPERVISION RECEIVED/EXERCISED:**

Receives immediate supervision from the Maintenance Supervisor. May receive lead supervision on a project basis from a Port Maintenance Worker II or III. Incumbents in this class do not routinely exercise supervision.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Assists in the inspects and performance of maintenance, painting, repair, construction, and installation work associated with the facilities, docks, and equipment utilized in Port operations.
- May work individually under specific guidance, with the Maintenance Supervisor or as part of a team to accomplish a given Port project.
- Learns to repair docks, ramps, and piers, including electrical and plumbing; installs docks.
- Learns to maintains grounds in a clean and orderly manner including mowing, trimming, weeding, aerating and fertilizing lawns; replaces plants as needed; sets sprinklers; maintains grounds maintenance equipment; trims tree branches that create hazardous situations.
- Prepares, primes, and paints a variety of Port structures, facilities, piers, railings, cranes, docks, and

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floats; paints safety lines, parking stripes, and curbs; performs minor carpentry, electrical, plumbing and painting.

- Learns to oversee launch ticket machine; issue violation envelopes for vehicles and trailers without launch tickets.
- Performs custodial duties in the cleaning and maintaining of the RV Park restrooms and floating restrooms; picks up trash as needed; responds to emergency/storm situations.
- Assists other Port staff when required; operates boats, barges, trucks, and other maintenance and construction equipment; maintains and cleans assigned vehicles and equipment; inspects tools and equipment for safety and mechanical defects; assists with Port sponsored functions; responds to after-hours call-outs.
- May provide assistance in moving, removing or restraining craft in the boat basin.
- Responds to general questions and concerns from the general public; provides information as appropriate and resolves public service complaints.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies, Port management and staff, and the public.

### **OTHER DUTIES:** *(include but are not limited to the following)*

- Performs other related duties as required.

### **PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level, uneven, and slippery surfaces; reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. Work is performed in a marine environment and incumbents are frequently required to work from boats or at heights above water. The position also requires both near and far vision when performing work and operating assigned equipment and marine vessels. The ability to lift, carry, and push tools, equipment, and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold with extreme sun exposure. The incumbent may use chemicals, which may expose the employee to paint fumes, grinding dust, and air contaminants. The incumbent is also required to climb ladders, use power and noise producing tools and equipment, drive boats, motorized vehicles, and heavy equipment. The incumbent may be required to respond to after-hours emergency call-outs and serve as the weekend supervisor as necessary.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Port Maintenance Worker I**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of work experience in construction, maintenance, or industrial painting, and a high school diploma or equivalent.

**License/Certificate:**

Possession of, or the ability to obtain, a valid Class C Oregon driver's license prior to appointment. Possession of an Oregon Boater Education Card issued by the Oregon State Marine Board within three (3) months of employment.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Basic practices, techniques, and materials used in Port maintenance, construction, mechanics, and repair of docks, piers, Port facilities, and boats; principles and techniques for painting in a marine environment; operational characteristics of standard construction and maintenance tools and equipment; safety requirements for operation of boats, vans, trucks, and other equipment; methods and techniques for record keeping; occupational hazards and standard safety practices.

**Ability to:**

Learn to perform maintenance, repair, and installation of Port structures, facilities, piers, railings, docks, floats, concrete, and related equipment; operate a variety of tools and equipment used in commercial painting, maintenance, and construction; operate hand and power tools competently and safely; perform heavy manual labor; respond to after-hours call-outs as assigned; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Safely and effectively operate a variety of maintenance equipment, tools, and materials; safely operate boats and watercraft.