

JOB DESCRIPTION



HARBOR WORKER

The San Mateo County Harbor District serves the public by providing berthing and support facilities for pleasure and commercial craft at two harbor/marina areas; Pillar Point Harbor in Half Moon Bay and Oyster Point Marina/Park in South San Francisco. This includes operation, maintenance, use and security of the sites and conduct of search and rescue operations.

Job Description

The Harbor Worker is a full time, entry-level position, which will be under the general supervision of the Harbormaster or his/her designee. The Harbor Worker will focus on giving the employee the entry-level skills and experience for developing a career in marina maintenance. Duties will include but not limited to ground maintenance and janitorial services. Additionally, the incumbent will be exposed to building and dock repairs and maintenance. Incumbent will use hand tools predominately, but with proper safety training will be exposed to the use of simple power tools.

DESCRIPTION OF FUNCTIONS AND RESPONSIBILITIES

- Janitorial services
 - Cleans restrooms and office areas.
 - Washes windows
 - Empties trash containers on docks and keeps docks clean
- Grounds maintenance
 - Performs ground keeping duties
- Minor building and dock repairs
 - Performs routine maintenance and repairs on various Harbor District structures and facilities, as directed.
 - Operate equipment and power tools, such as pumps, forklift, mowers, edger and blowers and others; maintain hand tools and assigned equipment.
- Utilize proper safety precautions related to all worked performed.
- Simple clerical duties
 - Responds to requests and inquiries from the general public.
- Assist the facility staff as needed in a variety of **related tasks**

MINIMUM QUALIFICATIONS

- Education: Possessing of High School diploma or GED equivalent.
- Knowledge or Abilities: Ability to communicate fluently in English, ability to follow instructions; carry out work assignments to completion. Desire to work.

LICENSES/CERTIFICATES

- At time of employment: Valid California Drivers License
- Within six months of appointment: First Aid Certification, CPR Certification

PHYSICAL ABILITIES

- Ability to perform light maintenance and custodial duties, ability to lift sixty pounds