



HARBOR WORKER B

JOB DESCRIPTION

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 and maintenance of the facilities; conduct of 'search-and-rescue' operations and other public safety functions; maintenance of public trails and other amenities; education on boater safety and the marine environment in schools and to the general public.

JOB DESCRIPTION

The Harbor Worker B is a full time, entry-level position, which will be under the general supervision of the Harbormaster or his/her designee. The Harbor Worker B position will focus on giving the employee the entry-level skills and experience for developing a career in marina maintenance. Duties will include but are not limited to grounds maintenance, janitorial services, building and dock repairs, and maintenance. Incumbent will use hand tools predominantly, 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, mowers, edger and blowers and others; maintain hand tools and assigned equipment.
- Utilize proper safety precautions related to all work 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: Possession 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 in a collaborative team environment.

LICENSES/CERTIFICATES

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

PHYSICAL DEMANDS AND WORKING ABILITIES

- Ability to perform light maintenance, janitorial and custodial duties.
- Active physical work without prolonged heavy exertion.
- On feet most of the time involving bending, stooping, squatting, twisting, reaching, working on irregular surfaces; frequent lifting of objects up to 25 lbs, with occasional lifting of objects weighing over 50 lbs; climbing ladders.
- Must have sufficient hearing to understand verbal instructions, communicate via VHF radios and hear and understand audible emergency warnings.