

EMPLOYMENT OPPORTUNITY



San Mateo County Harbor District Harbor Worker

Salary Range: \$4,234 - \$4,901 per month plus benefits

First Review of Applications
October 31, 2022, at 5:00 p.m. or Open Until Filled

The San Mateo County Harbor District has a full-time employment opportunity with excellent benefits for a Harbor Worker under the general supervision of the Harbormaster or his/her designee. Duties will include but are not limited to ground maintenance and janitorial services. Additionally, this position will be exposed to building and dock repairs and maintenance. This position will predominately use hand tools and will be trained to safely use basic power tools.

ESSENTIAL AND MARGINAL FUNCTIONS

- 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

Qualified Candidates will possess the following:

Education:

- A High School diploma or General Educational Development (GED) equivalency required. Ability to communicate fluently in English, ability to follow instructions; carry out work assignments to completion. Desire to work.

LICENSES OR CERTIFICATIONS

- Possession of or ability to obtain and maintain a valid Class C California driver's license at time of employment.
- First Aid Certification, CPR Certification within six months of appointment.

Working Conditions

- May be required to work various shifts including early mornings, evenings, weekends, and holidays.
- Ability to lift 60 pounds to perform light maintenance and custodial duties.

BENEFITS

This position enjoys a benefit package including:

- CalPERS Retirement (2.5% @55 Classic members or 2% @62 new members)
- CalPERS 457 Deferred Compensation Plan (Employer contributes 2% of base salary)
- Personal Time Off (Up to 176 hours a year) and Extended Illness Bank Accrual
- 100 holiday hours
- Medical/Dental/Vision & Life plans (Employee pays 11% of premiums)
- Pre- Tax Flexible Spending Account
- Operating Engineers Local Union No. 3

HOW TO APPLY:

OPTION 1. To Apply Online: <https://www.smharbor.com/employment>

OPTION 2. Complete Application: [Application Click Here](#)

- E-Mail completed application to: bcortes@smharbor.com
- Mail completed application to: **HR Department, P.O. Box 1449, El Granada, CA 94018**

SELECTION:

Applications will be reviewed by a screening committee and those applicants who appear to be among the best qualified will be selected for the examination process. All employee offers are subject to a SMCHD paid physical examination and a thorough reference and background check.

NOTE TO APPLICANTS:

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in the bulletin may be modified or revoked. The San Mateo County Harbor District is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability, or marital status. In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at (650) 741-9164 so your request may be reviewed prior to the occurrence of testing.