



# WE ARE NOW HIRING

Harbor Maintenance Worker II or III

## HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT

- General grounds keeping & janitorial work
- Perform skilled & semi-skilled labor in the maintenance, construction and service areas related to the Harbor District.
- Full-time position available, 40-hours per week, weekend work may be required.

### Compensation:

Includes full-time hourly compensation depending on experience.

Maintenance Worker II starting at \$24.00/hour

Maintenance Worker III \$starting at \$30.00/hour. Full benefit package including Health, Life, Dental & Vision Insurance, CalPERS Retirement enrollment, Vacation, Sick Leave and Holiday Pay.

Position information is available at [www.humboldtbay.org/jobs](http://www.humboldtbay.org/jobs). To apply, please send resume or application and letter of interest to:

[mhiley@humboldtbay.org](mailto:mhiley@humboldtbay.org) or by mail to 601 Startare Drive, Eureka,

## **HARBOR MAINTENANCE WORKER I**

### **Definition of Duties:**

Under general direction of the Director of Facility Maintenance, Harbor Maintenance Worker I is to do janitorial and groundskeeping work on all Harbor District and related facilities as directed. In addition, the Harbor Maintenance Worker I is required to perform semi-skilled labor in the maintenance, construction and service activities related to Harbor District facility maintenance and to perform other related tasks in assigned areas as required.

### **Examples of Duties:**

- Responsibilities and duties may include, but are not limited to, the following:
- Cleans restrooms and offices areas.
- Washes windows.
- Performs groundskeeping duties.
- Empties trash containers on docks and keeps docks clean.
- Assist in emergency and rescue efforts in the harbor area.
- Operate equipment and power tools, such as pumps, forklift, mowers, edgers, blowers and others
- Maintain hand tools and assigned equipment.
- Utilize proper safety precautions related to all work performs.
- Maintain records related to the assigned areas of responsibility.
- Respond to requests and inquiries from the general public.
- Perform routine maintenance and repairs on various Harbor District structures and facilities as directed.
- Assist in the regular preventative maintenance programs set by performing scheduled checks and reporting results.
- Assist in the enforcement of laws, rules and regulations concerning the use of Harbor District facilities.
- Perform related duties and responsibilities as required.

### **Desirable Qualifications:**

#### **Knowledge of:**

- General custodial practices.
- Plant care/landscape techniques.
- Small boat safety and maintenance.
- Methods and techniques of construction, maintenance, and repair related to harbor facilities.
- Operational characteristics of mechanical equipment and tools used in the assigned area of responsibility.
- Safe work practices.

**Ability to:**

- Work outdoors in cold and wet conditions and during hours of daylight and darkness.
- Possess sufficient strength and stamina to lift and carry objects weighing up to 70 lbs. and perform sustained heavy physical labor.
- Perform custodial duties and semi-skilled maintenance work on harbor facilities and equipment.
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.
- Work independently in the absence of supervision.
- Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.
- Perform heavy manual labor.
- Follow both written and oral directions.
- Communicate clearly and concisely, both orally and in writing.

## **HARBOR MAINTENANCE WORKER II**

### **Definition of Duties:**

Under the general direction of the Director of Facility Maintenance, the Harbor Maintenance Worker II is required to perform skilled and semi-skilled labor in the maintenance, construction and service activities related to Harbor District facility maintenance and to perform other related tasks in assigned areas as required. In addition, the Harbor Maintenance Worker II is to do janitorial and groundskeeping work on all Harbor District and related facilities as directed.

### **Examples of Duties:**

- Responsibilities and duties may include, but are not limited to, the following:
- Inspect, maintain, and repair Harbor District facilities and equipment; perform general building maintenance duties in the areas of carpentry, plumbing and electrical repair.
- Operate construction equipment and power tools such as compressors, pumps, generators, paint sprayers, sand-blasters, forklift, Travelift, various watercraft, mowers, edgers and blowers and others; maintain hand tools and assigned equipment.
- Utilize proper safety precautions related to all work performs.
- Maintain records related to the assigned areas of responsibility.
- Respond to requests and inquiries from the general public.
- Assist in the regular preventative maintenance programs set by performing scheduled checks and reporting results.
- Repair any problems discovered during regularly scheduled checks.
- Performs groundskeeping duties.
- Empties trash containers on docks and keeps docks clean.
- Cleans restrooms and offices areas.
- Washes windows.
- Assist in emergency and rescue efforts in the harbor area.
- Assist in the enforcement of laws, rules and regulations concerning the use of Harbor District facilities.
- Coordinate Custodian/Groundskeeper and Harbor Maintenance Worker I activities and record in daily log the daily tasks in the absence of the Director of Facility Maintenance.
- Report on current projects to the Director of Facility Maintenance.
- Perform related duties and responsibilities as required.

**Desirable Qualifications:**

**Knowledge of:**

- Methods and techniques of construction (including electrical, plumbing, mechanical and carpentry), maintenance, and repair related to harbor facilities.
- Operational characteristics of mechanical equipment and tools used in the assigned area of responsibility.
- Small boat operation and maintenance.
- Welding safety and techniques
- Heavy equipment operation, safety and maintenance.
- Harbor operational procedures.
- General custodial practices.
- Plant care/landscape techniques.
- Fire fighting techniques.
- Safe work practices.

**Ability to:**

- Work outdoors in cold and wet conditions and during hours of daylight and darkness.
- Possess sufficient strength and stamina to lift and carry objects weighing up to 70 lbs. and perform sustained heavy physical labor.
- Perform skilled and semi-skilled maintenance, construction and repair work on harbor facilities and equipment.
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.
- Work independently in the absence of supervision.
- Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.
- Direct the work of others.
- Perform heavy manual labor.
- Follow both written and oral directions.
- Communicate clearly and concisely, both orally and in writing.
- High school graduation or equivalent.
- Three years of increasingly responsible experience performing field maintenance duties with limited custodial duties or three years successful

experience in the Harbor District Harbor Maintenance Worker I position or equivalent.

- Formal or informal education and training which ensures the ability to read and write at a level necessary for successful job performance.

## **HARBOR MAINTENANCE WORKER III**

### **Description of Duties:**

Under the direction of the Director of Facility Maintenance, the Harbor Maintenance Worker 3 is responsible for overseeing, coordinating and scheduling the activities of the Harbor District's field crews regarding the maintenance of Harbor District vehicles and vessels and maintenance of all Harbor District facilities including Woodley Island Marina; Fields Landing Boat Yard; Redwood Dock Marine Terminal; Gerald Hansen Wildlife Area; King Salmon Beach; Park Street Mitigation Area, Shelter Cove Boat Launching Facility and all other projects and properties under Harbor District management. The Harbor Maintenance Worker 3 is a full-time, classified position.

### **Examples of Duties:**

- Acts in the capacity of job foreman or lead and as such directs and supervises personnel in the Maintenance Department as per the direction of the Director of Facility Maintenance. Personnel supervised include Harbor Maintenance Worker 1; Harbor Maintenance Worker 2; Custodian/Groundskeepers; Sheriff Work Alternative Program (SWAT); CA Conservation Corps and other personnel assigned to the Maintenance Department. Personnel duties include employee oversight, scheduling work and assigning tasks and projects.
- Assists Director of Facility Maintenance in developing the annual budget for maintenance activities and facilities.
- Schedules all Harbor District operation and maintenance activities for efficient use of personnel and materials as directed by the Director of Facilities Maintenance.
- Works closely with the Harbor District's Conservation Specialist in operation and maintenance activities related to tidelands, wetlands or wildlife areas within Harbor District jurisdiction.
- Works closely with the Director of Harbor Operations to coordinate and complete facility maintenance schedules and tasks.
- Assists in emergency response as directed.
- Complies with all other duties as assigned by Chief Executive Officer or Director of Facilities Maintenance.

**Desirable Qualifications:**

**Education/Experience:**

- One-year supervisory experience in a maintenance-related activity and a college degree in construction supervision, construction management or related field.
  - Or
- Two-years (2) experience in the Harbor Maintenance II position for the Humboldt Bay Harbor, Recreation and Conservation District.
- Three (3) years of increasingly responsible experience in maritime facility or marina management.
- Computer proficiency in Microsoft Word, Excel, Outlook and Internet applications.
- Three years experience in boat handling and maintenance.
- Certificate from the USCG Auxiliary, United States Power Squadrons or comparable training in safe boating.
- Three years experience in vehicle maintenance programs, welding, electrical, heating, ventilation and air conditioning (HVAC), plumbing, carpentry and mechanical work.
- HAZWOPPER 40 Hour Certification.

➤ **Must be Able to:**

- Work with the public.
- Communicate clearly and concisely, both orally and in writing.
- Read and understand schematic drawings and blueprints
- Read, write and communicate technical information.
- Work outdoors in cold and wet conditions and during hours of daylight and darkness.
- Possess sufficient strength and stamina to lift and carry objects weighing up to 70 lbs., pull and drag 100 lbs. and perform sustained heavy physical labor.
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine and emergency situations.
- Work independently in the absence of supervision.
- Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.
- Follow both written and oral directions.
- Be called back to work extended or split shifts as required.
- Pass pre-employment physical.