

Job Advertisement:

## **Marina Maintainer**

City of Warrenton Marinas is accepting applications for a Marina Maintainer. Salary range 17: \$3,680.76 - \$4,473.99 monthly. This is an AFSCME full-time union position with excellent benefits including PERS/OPSRP, Medical, Life and AD&D insurance, paid vacation, holidays and sick leave. Position will primarily be a Wednesday - Sunday work week, schedule may change to meet seasonal operational needs.

**REQUIRES:** The ability to perform a variety of tasks involved in the operation and maintenance of the City's Marinas. Establish and maintain cooperative relationships with those contacted in the course of work. A Valid Oregon Driver's License, Boaters Card, HS diploma or equivalent, pre-employment background check, physical and drug test.

**POSITION:** Under the supervision of the Harbormaster and or the Marina Foreman, this full-time position is responsible for repair, safe usage, and maintenance of the City of Warrenton's docks, mooring areas, and grounds at the city marinas with a goal of clean environment at the marina. Under the supervision of the Harbormaster and Marina Foreman, the Marina Maintainer duties include work ranging from semi-skilled to manual work in construction/maintenance of the City's Marinas. Requires the ability to do occasional heavy lifting and work in extreme weather conditions.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** Range from collecting fees for berth, parking & launch rentals, dock repairs, electrical meter reading, installation and repair of water lines, Boat handling and tie up, Yard work, Restroom cleaning, backhoe operation, dock repair, hoist operation and refuse collection as assigned. Perform ongoing inspections to identify potential hazards. Applicant must have the ability to enforce regulations governing use of the City of Warrenton Marinas and its users while providing excellent customer service. Weekend work and stand-by time are required with the possibility of overtime.

**PREFERENCE:** Experience with backhoe, dump truck, boats. Preference will be given to those with Marina and Construction work experience.

**Resume and application are required:** Application packets and are available at The City of Warrenton Marina Office, 501 NE Harbor Place Warrenton, OR and on the City of Warrenton Website at [www.ci.warrenton.or.us](http://www.ci.warrenton.or.us). Applications can be submitted in person or online at [jmcdonald@ci.warrenton.or.us](mailto:jmcdonald@ci.warrenton.or.us) 503-861-3822 Office hours M – F 7:30 a.m. – 4:00 p.m.

The City of Warrenton is an Equal opportunity Employer.

**Position Opened until filled, First review December 30th, 2024.**



## City of Warrenton

### Position Description

<b>Position: Marina Maintainer</b>	
Department/Site: <b>Marina</b>	FLSA: <b>Non-Exempt</b>
Evaluated by: Harbor Master	Salary Grade: <b>17</b>

#### **POSITION DESCRIPTION OR STATEMENT OF RESPONSIBILITIES**

Under the supervision of the Harbormaster and or the Marina Foreman, this full-time position is responsible for repair, safe usage, and maintenance of the City of Warrenton's docks, mooring areas, and grounds at the city marinas with a goal of clean environment at the marina.

### Essential Duties and Responsibilities

Duties may include but are not limited to:

1. Ability to work independently with minimum supervision while coordinating effectively the safe and efficient day to day Marina Operations, observing all rules and regulations of the marina
2. Weekend and Overtime and off-hour shifts in emergency or required situations. Ability to work during peak season without vacation time during the month of August.
3. Educate and inform all visitors to the marina including boaters; of the rules and regulations of the facility. Assists boaters with docking procedures, performs daily dock and vessel check list, daily inspections of safety devices.
4. Provide assistance and service to boat operators
5. Perform routine skilled, semi-skilled and emergency maintenance and repairs to the marina docks, grounds, buildings, and marina equipment
6. Attend all staff meetings and trainings as required.
7. Help maintain clean and safe marina facilities including docks, office, restrooms, fish cleaning stations, pay stations, garbage areas, basin waters, landscaped areas and grounds, parking lots and other areas within the marinas as designated by the Harbor Master or Foreman.
8. Provide excellent customer service.
9. Ability to drive boats, and operate city owned vehicles.
10. Provides information to boaters regarding marina rules, regulations, policies and procedures and fees required while using the Marina facilities.
11. Perform marina safety and maintenance/repair inspections, this includes all docks, equipment, and facilities be operational and clear from hazards. This includes reporting any

notice of potential oil or fuel spills visually or by smell including “sheen” on the water to proper authorities, supervisors, and appropriate parties.

12. Compliance with all safety regulations of assigned tasks and ensure a clean and safe working environment including participating in City Safety Committee meetings.
13. Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.
14. Perform other duties as assigned by Marina Supervisors or City Management.

### **Other Duties**

Other Duties may include but are not limited to all tasks which support the infrastructure and day to day operations of a commercial and sport boat marina. This may include minor repairs to water lines, plumbing, resetting electrical breakers etc. and reporting of any emergency to the proper contact agency provided in the City of Warrenton Marina Panic File.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Basic knowledge of the ordinances, policies, and procedures affecting marina operations.
- Basic knowledge of boating operations and activities
- Knowledge of principals and processes for providing customer services
- Knowledge of occupational hazards, safety precautions, and safety regulations related to boating, marina, navigation and water safety as well as other work-related precautions.
- Knowledge of operation and maintenance of hand and power tools and equipment common to the field.

### **Skills**

- Develop and maintain cooperative and professional relationships with employees at all levels, including other departments, and outside agencies.
- Work independently with minimum supervision.
- Working familiarity with computer systems for data entry.

### **Abilities**

- Ability to assess and prioritize all jobs and situations that may arise while dealing with constant interruptions in as timely and efficient manner possible.
- Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- A strong ability to organize with an eye for detail and the ability to spot potential hazard or safety issues that may arise.
- Ability to communicate complex ideas and proposals effectively so others will understand. Excellent ability to listen and understand information and ideas presented verbally or in writing.
- Ability to read, write, verbally communicate clearly and concisely, and reading comprehension for effective business operations.

- Ability to perform basic arithmetic applications.
- Ability to work outdoors in all types of weather.

### **Minimum Qualifications**

- High school graduate or equivalent with at least two years' experience in building trades with knowledge of construction, boat handling, and knowledge of nautical terminology.
- Oregon State Marine Board (OSMB) card or ability to obtain within six months after hire
- Must possess a valid Oregon Driver's License or able to obtain one prior to hire.

### **Desirable Qualifications**

An employee in this position will be called upon to perform maintenance and /or repair duties with the ability to work independently and have excellent communication and customer service skills. The duties described do not include other duties of a similar complexity and responsibility which may be assigned to this position. A strong ability to organize with an eye for detail and the ability to spot potential hazard or safety issues that may arise is preferred.

### **Environmental Exposures**

Work is performed in both indoor and outdoor field environments; must be willing to work out-of-doors in all weather conditions and to work with exposure to potentially hazardous substances; exposure to noise, dust, grease, smoke, fumes, solvents, gases, electrical currents, machinery, and all type and all type of temperature conditions; work and/or walk on various types of surfaces including slippery, uneven, or sloped surfaces

### **Physical Requirements**

Sufficient physical ability and mobility to walk, stand and sit for prolonged periods of time. Required to use ladders, lift carry, push, pull and place objects over 50 pounds without assistance, Reach overhead and below the knees while bending, twisting, and pulling.

### **Working Conditions**

At the discretion of the City, hours of operation and shift schedules may vary based on operational needs. Mandatory overtime, as well as adjustments to the regular work week schedule is required during summer sport fishing seasons. Standby time and emergency call outs are required as needed.

# City of Warrenton

## Application for Employment

An Affirmative Action, Equal Opportunity, Employer



### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Last* \_\_\_\_\_ *First* \_\_\_\_\_ *M.I.* \_\_\_\_\_

Address: \_\_\_\_\_

*Street Address* \_\_\_\_\_ *Apartment/Unit #* \_\_\_\_\_

*City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP Code* \_\_\_\_\_

Mailing Address:

*Address* \_\_\_\_\_ *Apartment/Unit #* \_\_\_\_\_

*City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP Code* \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever been a City of Warrenton employee? YES  NO  If yes, when? \_\_\_\_\_

Are you now a City of Warrenton employee? YES  NO  Dept. \_\_\_\_\_

Do you have relatives employed by the City of Warrenton? YES  NO  If yes, indicate name, relationship, dept. \_\_\_\_\_

Do you possess a valid driver's license Class: YES  NO  State: \_\_\_\_\_

Endorsement: \_\_\_\_\_

(A valid driver's license is required only when stated on the job announcement.)

### Office Skills

Typing Speed (wpm) : \_\_\_\_\_ Can you operate a computer? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you speak a language other than English? YES  NO  If so, what language? \_\_\_\_\_

### Computer Operation

Describe your computer operation skills, including programs used: \_\_\_\_\_

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### Equipment Operation

Describe your equipment operation skills related to the job for which you are applying: \_\_\_\_\_

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**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

High School Equivalency? YES  NO  School: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**Licenses and Certificates**

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY:** Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

**Employment History**

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO



**Employment History continued**

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.*

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Veterans' Preference Form (ORS 408.230)**

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (Copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

**Qualified Veteran Questions:** *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

**ORS 408.225(f)** - I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And receiving a nonservice –connected pension from the United States Department of Veterans Affairs

**Qualified Disabled Veteran Questions:** *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD-214 or 215 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

*This form and supporting documentation must be received City of Warrenton no later than the closing time and date of the job posting. If you have any specific questions, please contact the hiring department.*

(503) 861-0823 or [cityrecorder@ci.warrenton.or.us](mailto:cityrecorder@ci.warrenton.or.us)