City & Borough of Wrangell Position Description

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| Position: Marine Service Center Relief Operator | Type: Permanent, Full-Time |
| Department/Site: Harbor Department | FLSA: Non-exempt |
| Reports to/Evaluated by: Port & Harbor Director | Salary Grade: 18 |

# **Summary**

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| The Marine Service Center Relief Operator daily routine includes but is not limited to, safely operating multiple types of heavy equipment to move vessels and materials to designated work and storage areas. Schedules vessel haul-outs, operates the yard equipment and dictates traffic flow and yard usage with all users. Performs preventative maintenance on all Marine Service Center equipment and buildings. Keeps daily OSHA logs for equipment compliance. Performs duties as part of the Department of Homeland Security Port Security Plan. |

## Distinguishing Career Features

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| The Marine Service Center Relief Operator is responsible for making sure all equipment and blocking is kept in safe working order. Must be able to operate a 150 & 300-ton Mobile vessel crane and 40-ton hydraulic trailer. Must possess a high regard for safety in the workplace. |

## Essential Duties and Responsibilities

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| * Operates and maintains boat handling equipment. * Check equipment daily for proper fluid levels and general operation including hydraulic lines and fittings, forks and straps condition and report and maintenance/repair issues to Port and Harbor Director and Marine Service Center Leadman. * Organizes and schedules the hauling, launching and movement of vessels. * Serves as on-site coordinator of boat yard/port yard. * Coordinates traffic flow and yard usage with all customers. * Enforces Yard Rules and promotes “Best Management Practices”. * Translates all relevant billable information to Harbor Office. * Organizes all yard equipment including blocking and boat stands. * Properly secure vessels on hydraulic trailer * Places keel blocks, boat stands and support blocks under vessels in accordance with size of vessel. * Position hull support blocks and frames against boat bottom for vertical support. * Works in other sub-departments of port and harbor when Marine Service Center is not running. * Performs and enforces duties outlined in the Wrangell Port Security Plan. * Serves as acting Port and Harbor Director and Relief Marine Service Center Coordinator when assigned. |

## Qualifications

* **Knowledge and Skills**

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| Requires a working knowledge of the principals of vessel handling. Requires a working knowledge of hull types and the differences associated with hauling them. Requires working knowledge of the safety issues associated with boat yards. Requires working knowledge of boatyard Best Management Practices. Requires working knowledge of vessel blocking procedures. Requires working knowledge of container companies’ practices and procedures. |

* **Abilities**

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| Ability to operate, or learn to operate, port equipment including but not limited to, boats, forklifts, loaders, hydraulic trailers, pressure washers, Travelift and other mechanical equipment. Ability to coordinate safe traffic flow within yard with all users. Ability to coordinate and schedule haul-outs, launches and any other boat yard activities. Ability to communicate courteously and professionally to customers, coworkers, and members of the general public. |

* **Physical Abilities**

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| Ability to lift and carry 50 pounds. Ability to work in all weather conditions. Ability to work throughout all hours of the day. |

* **Education and Experience**

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| High School Diploma or GED. |

* **Licenses and Certificates**

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| Valid Alaska Driver’s License. Valid CDL. Basic First Aid and CPR certificate or the ability to gain certificate within 6 months. Forklift Certificate |

* **Working Conditions**

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| Work is performed outdoors in all weather conditions and at all hours. |

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.