

## Town of Fort Myers Beach Job Description

**Position:** Harbor and Facilities Maintenance Worker I (Part-Time)

**Department:** Public Works

### POSITION SUMMARY

The Harbor and Facilities Maintenance worker is responsible for the day-to-day maintenance and general upkeep of municipal facilities and associated equipment including, but not limited to, the Mooring Field, Maritime operations, restrooms, docks, parking areas and all associated waterways within the Town's jurisdictional limits as directed. An employee in this classification works under the direct supervision of the Harbormaster.

### ESSENTIAL JOB FUNCTIONS

- Performs routine maintenance on all Mooring Field equipment, buoys, systems, signage and navigational aids including diving, cleaning mooring systems and Town vessels.
- Inspects boats, moorings, dinghy docks and adjacent municipal facilities for adherence to established regulations by the Matanzas Pass Harbor Management Plan and to prevent accidents or injury to personnel and patrons.
- Reports oil and hazardous materials spill, cooperates with local and states authorities for containment according to established regulations; attends all required training for operations of a Municipal Mooring Field.
- Provides overall assistance to the general public, regarding the waterways in Matanzas Harbor, i.e. water and weather conditions, harbor rules and regulations, mooring fees, transient mooring and safe boating practices
- Assists the Harbormaster with the overall operations of the upland services including but not limited to the cleaning of facilities, restrooms, checking in patrons, assisting patrons with their assignments and inquiries.
- Observes mooring systems and the physical condition of moored vessels. Reports to Harbormaster any deficiencies observed in mooring systems and conducts pump outs, emergency vessel assistance as directed.
- Performs general grounds keeping and building maintenance at municipal and upland facilities.
- Performs various tasks involving building maintenance projects; performs light construction projects; pressure-washes exterior walls and other areas; paints interior/exterior surfaces and equipment; performs masonry work; replaces batteries, light bulbs, and ballasts; maintains heating, ventilation, and air conditioning (HVAC) systems; troubleshoots HVAC leaks or other problems; cleans condenser coils and replaces filters/belts.
- Performs various tasks involving plumbing maintenance/repair projects; troubleshoots, maintains, and repairs irrigation systems and minor plumbing problems; repairs broken pipes; replaces or adjusts irrigation system sprinkler heads; turns valves and pumps on/off.
- Performs various tasks involving custodial maintenance projects; sweeps, vacuums, mops, strips, and/or waxes floor surfaces; cleans, deodorizes and disinfects bathrooms and communal areas; replenishes soap and paper products; empties trash cans, recycling containers, and ash urns;

carries/transportes trash to dumpster or other designated trash receptacle; cleans light fixtures; removes graffiti from walls, walkways, or other surfaces.

- Performs general cleaning/maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, refueling vehicles, greasing equipment, washing/cleaning equipment, cleaning project work areas, or cleaning shop; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Monitors inventory levels of supplies and materials; ensures availability of adequate supplies, tools, and materials to conduct work activities; initiates requests for new/replacement materials.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Prepares or completes various forms, reports, correspondence, daily activity logs, inspection forms, purchase requisitions, work orders, delivery receipts, service/maintenance schedules, maintenance records, material safety data sheets, maintenance records, charts, fuel quality records, timecards, leave requests, policies, procedures, regulations, standards, directories, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Ability to operate a computer as necessary to complete essential functions, to include the use of word processing, spreadsheet, desktop publishing, reservation system, e-mail, or other computer programs.
- Communicates with supervisor, other divisions, employees, contractors, utility companies, vendors/suppliers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Performs other duties of this position or related positions as may become necessary or as directed by the Harbormaster, Public Works Director or his/her designee.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

#### **OTHER JOB FUNCTIONS**

- Assist with upkeep of Town facilities. Maintenance of Town Hall and Mooring Field facilities; and any Town owned or maintained facility.
- Operates, maintains and performs minor repairs of boating equipment.
- Identifies and notifies supervisor of problems on the streets and upland/mooring facilities.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- High school diploma or GED; supplemented by a minimum of five (5) years' experience that demonstrates extensive knowledge of safe boating practices and procedures.
- Experience in operational maintenance/management of a moderately sized marina/docking facility or similar water related business is beneficial.
- Employees in this classification must pass an on water safe vessel handling and maneuverability test and must possess or obtain CPR and First Aid certification within six (6) months of hire date.

- Recommended to possess or obtain Advanced Diving Certification, enroll, and successfully pass the Florida Boater License and Safety courses and Ostego Bay Oil Spill Co-op course within three (3) months of hire date.
- Must be a United States Citizen or eligible to work in the United States.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a background check, and alcohol and drug test.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.
- Ability to communicate orally and in writing. Efficiently communicating in multiple languages is desirable.

**Note: Some positions may require specific licenses/certifications such as a CDL either at entry or within a specified time of starting the job.**

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS**

- Understanding of and the ability to apply the basic Inland Navigational Rules
- Knowledge and understanding of relevant federal and state laws, regulations for safe vessel operations
- Understand basic grounds keeping and building maintenance
- Ability to operate service vehicles, including pickup trucks, utility vehicles, riding lawnmowers, etc.
- Ability to operate power tools and hand tools.
- Ability to read and follow written and oral instructions
- Ability to perform heavy manual labor, including bending, stooping, digging, reaching and lifting heavy objects
- Ability to work cooperatively with other employees and the general public
- Availability to work weekends and holidays as needed
- Ability to work outdoors often during extreme weather conditions (heat, cold, rain, etc.)
- Ability to work independently or with minimal supervision
- Excellent work history and attendance record
- Ability to safely operate motorized tools, manual tools, and light equipment such as lawn mowers, weed eater, saws, drills, augers, tillers, compactors and emergency generators.
- Knowledge and application of safety standards and precautions pertaining to the use of tools and equipment.
- Knowledge of the techniques and procedures used in streets, grounds, and facility repair and maintenance. As well as corresponding boating skills and vessel towing operations.

### **WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS**

- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, water hazards, bright/dim light, toxic agents, disease, pathogenic substances, or animal/wildlife attacks.

- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations off and onboard a vessel.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping and digging.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting and/or carrying moderately heavy (20 – 50 pound) items and occasionally, very heavy (100 pounds or over) items; or may involve the complex operation of gasoline powered equipment.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

*This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*