



City of Des Moines, Washington

JOB DESCRIPTION



HARBOR ATTENDANT I & II

Regular, Full-time

Salary Grade: T-11 Harbor Attendant I
T-15 Harbor Attendant II

Union Status: Teamsters Local 763

FLSA Status: Overtime Eligible

EEO Category: Service-Maintenance

Nature of Work

Under the general supervision of the Assistant Harbormaster, with lead direction from the Harbor Lead, performs service and maintenance duties at the City of Des Moines Marina. The majority of work is performed outdoors, and the position requires working varying shifts, weekends and holidays.

Harbor Attendant I is the entry-level classification in the Harbor Attendant series. Incumbents perform marina operations, maintenance, repair and construction duties of a routine nature, working under close supervision while learning job tasks. Positions at this level are distinguished from the Harbor Attendant II by the performance of less than the full range of duties as assigned to the journey level classification. This classification is typically used as a training classification in that incumbents have only limited related work experience. Employees assigned to this classification are generally advanced to the Harbor Attendant II level upon meeting the requirements, subject to satisfactory performance.

Harbor Attendant II is the journey level classification in the Harbor Attendant series and is distinguished from the Harbor Attendant I level by the performance of the full range of duties as assigned with only minimal instruction or assistance. Incumbents work independently, seeking assistance only as new or unusual situations arise, and are fully aware of the operating procedures and policies of the Marina.

Essential Functions

- Repairs and maintains buildings, floats, docks, gates, fences, grounds, and other Marina structures using basic carpentry, welding, painting, plumbing, electrical and cleaning skills as required.
- Utilizes machinery, mechanical and cleaning skills to maintain Marina equipment in good condition.
- Resolves service delivery problems with tenants and customers. Refers unresolved issues or unsatisfied customers to Harbor Leads, Marina Managers, or Harbormaster.
- Conducts daily dock and area inspection.
- Reports all discrepancies, violations, criminal activity, property damage, and injuries to the Maintenance or Service Manager or the Harbormaster.
- Assists in training and supervision of seasonal Harbor Aides.
- Delivers and sells fuel, oil, and supplies to boaters.

- Assigns spaces and collects fees for overnight moorage.
- Uses the sling launchers to launch boats.
- Assists boat owners and tenants of the Marina on security and safety of their boats by advising them of proper precautions.
- Directs customer complaints or suggestions to the Harbormaster as appropriate.
- Performs routine maintenance duties such as cleaning restrooms and parking lot and maintaining supplies.
- Boards boats of tenants and guests as necessary to effect safety and integrity of boats.
- Operates boat pump in the event of a vessel taking on water.
- Maintains Marina shop in a clean, safe and orderly manner.
- Maintains good working relationship and communication with supervisors, co-workers, and the general public.
- Responds to emergencies, acts as on-site supervisor of fuel spills, and sinking boats.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Ability to deal with the public calmly, confidently, and politely.
- Ability to supervise and train others when necessary.
- Ability to respond quickly in emergencies.
- Versatility in maintenance skills.
- Positive attitude.
- Basic carpentry, plumbing, electrical, masonry, welding, painting, and mechanical repair techniques.
- Work hazards and applicable safety precautions and laws.
- Basic computer operation and software applications such as Microsoft Word and Excel.
- Accurately handle cash.
- Prepare shift reports.

Harbor Attendant I Requirements

- High school diploma or GED required.
- Related marina maintenance and/or operations experience preferred.
- Vocational school or technical training in maintenance and repair or construction trade preferred.
- Successful completion of pre-employment background, criminal history, and driving record checks.
- Possession of a good driving record, and ability to maintain throughout employment.
- Possession of a valid Washington State driver's license;
- Must obtain a Washington Boaters Education Card within six months of employment.
- Possession of a valid First Aid/CPR card, or obtain within three months of hire date, and ability to maintain throughout employment.
- Must obtain a 25-Ton Travel Lift Certification within the first six months of employment.

- Must obtain forklift certification within first 6 months of employment.
- Possession of a current Washington State Department of Transportation Traffic Flagging Card or obtain within six months, and ability to maintain throughout employment.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Harbor Attendant II Requirements

- All of the above Harbor Attendant I requirements;
- Four years' equivalent work experience in marina operations or maintenance required;
- Possession of a valid Commercial Driver's License (CDL) Class A endorsement within in first 12 months of employment; and
- Pre-employment, random, and post-accident drug and alcohol testing are required for this position.
- Vocational school or technical training in maintenance and repair or construction trade preferred.
- Current City employees in the Harbor Attendant I classification are generally advanced to the Harbor Attendant II classification after meeting the four-year experience requirement and obtaining the CDL, subject to satisfactory performance; however, depending on the assignment, openings may be filled by external applicants whose qualifications meet the City's current needs.

Working Conditions and Physical Abilities

Continuous standing, talking, walking, use of hands and feet, reaching, feeling, grasping, hearing, and handling. Frequent climbing, crouching, kneeling, lifting of 50 pounds, bending, fingering, and stooping. Occasional sitting and crawling.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the

scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated April 2021.