

Port of Coupeville

Post Office Box 128 Greenbank, Washington 98253
Greenbank Farm Office 765 Wonn Road, Greenbank, WA
Telephone 360-222-3151 Fax 360-222-3484

October 25, 2018

Dear Applicant,

On behalf of the Port of Coupeville Executive Director and Commissioners, thank you for your interest in the position of Wharf Manager.

Enclosed are a job description and a series of application questions. The questions are designed to help the Executive Director understand your qualifications for this position.

Please provide your cover letter, résumé, and answers to the application no later than November 15, 2018.

Mail the application package to:

Port of Coupeville
Executive Assistant Application
P.O. Box 128
Greenbank, WA. 98253

Or send your package by courier to:

Port of Coupeville
Executive Assistant Application
765 Wonn Road, Building E
Greenbank, WA 98253

Or email the application package to: executivedirector@portofcoupeville.org

Applications will be reviewed and interviews conducted during the last two weeks of November and first two weeks of December. Applicant information will be held in confidence until the finalists for the position are selected.

If you have any questions about the application process, please contact Chris Michalopoulos via email at executivedirector@portofcoupeville.org

PORT OF COUPEVILLE JOB DESCRIPTION

TITLE: Wharf Manager

REPORTS TO: Executive Director

ADOPTED/REVISED DATE: 10/23/2018

POSITION PURPOSE/SUMMARY

The Wharf Manager plans, organizes, and manages the historic Coupeville wharf and dock operations. This includes all functions, activities, maintenance, reporting and repair of all facilities. The management of dock space rentals, responding to emergencies, protecting boats and related property, and coordinating/performing related work as required. The Wharf Manager serves in a position of public trust and service, as well as public scrutiny, and must conduct himself/herself accordingly at all times. Must accurately account for cash receipts, Wharf Manager office expenses, facility expenses, and annual reporting where appropriate.

DUTIES AND RESPONSIBILITIES:

- Follow all State and Federal Rules regarding working over water, as well as standard safety procedures.
- Work a flexible schedule including evenings and weekends.
- Collect, organize, record and report data for boat registers and logs associated with wharf operations, including cash receipts, gallons of fuel purchased and sold, number of moorage units by type, revenue associated with moorage units, and all required reporting and certifications.
- Maintenance, repair, cleaning, and upkeep of above wharf infrastructure and equipment.
- Perform daily inspections to ascertain the state of cleanliness and condition of all facilities, with particular attention to the restrooms, shower, and common areas.
- Dispense fuel to vessels and accept payments, provide receipts and record each transaction.
- Order fuel, track sales, and recommend appropriate changes to the retail price of fuel to the Executive Director.
- Perform and/or manage construction, maintenance and repair operations.
- Safely utilize hand tools and other construction and maintenance equipment.
- knowledge of and consistent use of appropriate personal protective equipment.
- Develop safe work habits and contribute to the safety of self, co-workers, and the general public.
- Hire, train and manage team of dockhands to maintain efficiency of operation and a safe environment for all visitors to the wharf.
- Purchase janitorial and other supplies as needed in accordance with the Port's spending limit policy.
- Oversee the rental of dock space. Ensure all policies and procedures are explained and understood.
- Accurately record daily work activities, maintenance information, material usage and other information using district forms.
- Provide reports to support work activities.
- Work independently in support of maintenance and repair of wharf facilities.
- Respond effectively, professionally and courteously with customers, coworkers, contractors and others in normal and crisis and/or stressful situations.

OTHER JOB FUNCTIONS:

- Insure that work and all docking/mooring operations are conducted in accordance with all applicable safety standards, regulations and ordinances

- Clean and/or coordinate maintenance and repair of public restrooms.
- Collect money from pay showers. Deposit shower money and other revenue from marina operations to the Port's maintenance account. Provide a summary of deposits to the Island County Treasurer's office and Port accountant.
- Watch for, investigate, and report suspicious activities, improper use of facilities, or criminal activity to Executive Directory or law enforcement personnel as necessary.
- Develop and manage a preventative maintenance program for wharf facilities.
- Aid in response to hazardous materials spills and ensure containment according to established regulations.
- Serve as the representative to the Port of Coupeville in a position of public trust and service.
- Perform all other duties as assigned. Any one job position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.

WORKING CONDITIONS:

- In emergency situations, must be able to work any hours of the day or night. Have the ability to work in adverse weather conditions. Be able to lift tools, equipment, or materials weighing over 50 lbs. Ability to bend, crawl and work in restricted areas. Ability to enter and work in confined spaces. Have the ability to work safely over water.
- Work on and in close proximity with and/or around boats of varying sizes, docks, waterfronts, and moorage facilities year-round in all weather conditions.
- Work on surfaces that may be uneven, unbalanced, slippery, moving, inclined and at varying heights above water.

EXPERIENCE AND TRAINING:

- Laws, regulations and rules related to the operation of harbors, including navigational rules and regulations.
- Computer applications related to work. Standard office practices and procedures.
- Techniques for dealing with various socio-economic, cultural and ethnic backgrounds, in person and over the phone.

KNOWLEDGE, SKILLS AND ABILITIES:

- Planning, organizing, administering, coordinating, reviewing and evaluating the functions and activities of the Coupeville wharf.
- Develop, recommend, and implement effective preventative maintenance and repair program for wharf facilities.
- Interpret, apply and explain laws, codes, regulations and ordinances.
- Prepare legible, concise and clear reports and other written materials.
- Perform minor repairs/maintenance, including responding to emergency situations.

REQUIREMENTS:

- Possession of a valid driver's license. Drug screening and criminal background check will be performed by the Port District prior to offer of employment.
- Minimum 21 years of age.
- Equivalent to a high school diploma or higher.
- Two years' experience working with the public in customer service, maintenance, construction, marina and/or boating experience.

10.25.2018/V2

**Port of Coupeville
Wharf Manager Applicant Questions**

Personal Information

Name _____

Address _____

City, State, Zip Code _____

Phone Number (_____) _____

Email _____

US Citizen [] Y or [] N

Have you been convicted of or pleaded no contest to a felony within the last five years? [] Y or [] N

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case:

If hired, on what date can you start working? _____ / _____ / _____

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? [] Y or [] N

If no, describe the functions that cannot be performed

Education and Military Experience

High School: _____

Street address: _____

City, state, zip: _____

Did you graduate? [] Y or [] N

Vocational School: _____

Street address: _____

City, state, zip: _____

Did you graduate? [] Y or [] N

Degree / diploma? : _____

College / University: _____

Street address: _____

City, state, zip: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

College / University: _____

Street address: _____

City, state, zip: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

Military Veteran? [] Y or [] N

Branch: _____

Rank: _____

Total Years of Service: _____

Skills and Qualifications: Licenses, Skills, Training, and Awards

Employment History

Are you currently employed? [] Y or [] N

If you are currently employed, may we contact your current employer? [] Y or [] N

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type:[_____

Address: _____

City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

Previous Positions:

Include for each employer/position for the past five years:

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type:[_____

Address: _____

City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? [] Y or [] N

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type: [_____

Address: _____

City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? [] Y or [] N

References: Please list below three persons who have knowledge of your work performance within the last four years. Please include professional references only.

Name - First, Last: _____

Telephone Number: _____

Address: _____

City, state, zip: _____

Occupation: _____

Number of Years Acquainted: _____

Name - First, Last: _____

Telephone Number: _____

Address: _____

City, state, zip: _____

Occupation: _____

Number of Years Acquainted: _____

Name - First, Last: _____

Telephone Number: _____

Address: _____

City, state, zip: _____

Occupation: _____

Number of Years Acquainted: _____

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature_____

Date_____