



PORT OF COUPEVILLE JOB DESCRIPTION

TITLE: Assistant Wharf Manager

REPORTS TO: Wharf Manager

ADOPTED/REVISED DATE: 03/30/2023

POSITION PURPOSE/SUMMARY

Assists the Wharf Manager with planning, organizing, and managing 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 Assistant 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, occasional office expenses, facility expenses, and monthly 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 Wharf Manager.
- 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.
- Assist with training and managing team of dockhands to maintain efficiency of operation and a safe environment for all visitors to the wharf.
- Order 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:

- Ensure 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 Wharf Manager, Executive Director or law enforcement personnel as necessary.
- Execute the 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.

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