

CITY OF ANTIOCH

**MARINA MAINTENANCE WORKER I
MARINA MAINTENANCE WORKER II**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision, performs routine skilled, semi-skilled, and emergency maintenance and repairs to marina docks and related structures within the marina complex; provides assistance and service to boat operators; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Marina Maintenance Worker I – This is the entry level class in the Marina Maintenance Worker series. Initially, under close supervision, incumbents learn and perform a variety of duties in marina maintenance. Advancement to the “II” level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required licenses and/or certifications, and is at the discretion of higher level supervisory or management staff.

Marina Maintenance Worker II – This is the full journey level class within the Marina Maintenance Worker series. Employees within this class are distinguished from the Marina Maintenance Worker I by the performance of the full range of duties as assigned including the more complex operation and maintenance duties, operating a variety of equipment, and providing training to less experienced Marina Maintenance Workers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Marina Maintenance Worker I level, or when filled from the outside, require prior experience. Advancement to the “II” level is based on management judgment and/or license/certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Maintains and assures the cleanliness of marina grounds, landscaped areas, parking lots and other areas within the marina complex as designated.
2. Empties trash bins and receptacles.
3. Removes hyacinth and other impediments from the marina waters.
4. Performs a variety of dock maintenance, including the replacing and repair of dock facilities and associated equipment.
5. Maintenance of flotation systems.

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6. Paints and renumbers docking facilities.
7. Repairs gates and locks.
8. Inspects and schedules the marina and docking areas for needed maintenance and repairs.
9. Replaces lights and performs basic electrical repairs.
10. Installs, marks, moves, and repairs dock boxes.
11. Maintains and insures the cleanliness of shoreside facilities, including offices and restrooms.
12. Assists and provides services to boaters in the docking and fueling of craft.
13. Assists with pumping-out of boats.
14. May collect fees and provides information to boaters.
15. Operates city-owned vehicles, boat, radio/telephone, and some office equipment.
16. May provide some work direction for part-time and temporary staff.
17. Issue citations, as applicable.
18. May perform various office duties, as assigned.
19. Works weekends when necessary or assigned to do so.
20. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Techniques, materials, tools and equipment used to perform general maintenance and repair of docks and associated equipment.
- Operation and maintenance of a variety of hand and power tools, radio/telephone, and equipment common to the field.
- Basic mathematical principles.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety practices.
- Safe work methods and safety regulations pertaining to the work.
- Basic painting, plumbing, carpentry and electrical methods, tools and techniques.
- Codes and regulations applicable to the work.
- Basic water safety skills.

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Ability to:

- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Perform a variety of tasks and moderately and/or heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Ensure adherence to safe work practices and procedures.
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Read and interpret manuals, specifications, drawings, plans, and blueprints.
- Maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Review the work of others, as assigned.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

Education and Experience Guidelines

Marina Maintenance Worker I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Six months of work experience in construction and maintenance work that has provided the required knowledge and skills in carpentry, electrical, plumbing, painting, and general maintenance work.

License or Certificate:

Possession of an appropriate, valid driver's license.

Marina Maintenance Worker II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in facility maintenance.

Experience:

One year experience in Marina maintenance work, comparable to a Marina Maintenance Worker I with the City of Antioch. Employees must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to a recommendation being made to flex to the Worker II classification.

License or Certificate:

Possession of, an appropriate, valid driver's license.

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Possession of a CPR certification is required within 12 months of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor field environments; must be willing to work out-of-doors in all weather conditions and to work with exposure to potentially hazardous substances; exposure to noise, dust, grease, smoke, fumes, solvents, gases, electrical currents, machinery, and all types of temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; work at heights; must be willing to work overtime and off-hour shifts in emergency situations; and must be willing to work weekends when necessary or assigned to do so.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: January 1989

Revised: April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.