

City of Warrenton, Oregon

MARINA FOREMAN: Salary Range Management 23: \$4,274.95 – \$5,196.23 monthly + excellent benefits. FT Exempt Position. This is an exempt, supervisory position within the City of Warrenton Marina Department. The position provides leadership and training of the Marina Maintenance Crew in the operation of a municipal marina and harbor. Position assists in the maintenance and upkeep of dock facilities, equipment and property in all maintenance aspects of the Marina Department. This supervisory position will recommend hiring, firing and imposition of discipline for City Manager approval. The position will deliver performance evaluations and promote a safety conscious work environment.

The ability to receive and give direction is critical. This employee plans, assigns and supervises the work of subordinate Marina staff. This position gives direction about job assignments, provides information about priorities for maintenance issues, and determines priority of projects with the Harbormaster. The applicant must be successful in maintaining positive public relations, help resolve issues of public concern and promote productive working relationships with other City employees. Provide more than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

Under supervision of the Harbormaster, performs a variety of complex administrative duties as requested. A flex schedule may be utilized when more than 8 hours are worked in a day in any given week due to evening meetings.

Knowledge of occupational hazards **REQUIRES:** HS Diploma or equivalent. Minimum five years' administrative experience or satisfactory combination of education, experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties. The interview process includes a basic skills assessment test. Full job description and application packet can be obtained from our website or at City Hall, 225 S. Main Ave., Warrenton, OR 97146 or City of Warrenton Marina Office, 501 NE Harbor Place, Warrenton, OR 97146. (503) 861-3822 www.ci.warrenton.or.us. **First Review: October 14, 2021.** Open until filled - EOE

City of Warrenton Class Specification

MARINA FOREMAN

Department: Marina

Class: FLSA Exempt 23

Salary Monthly \$4,274.95 – \$5,196.23

GENERAL DESCRIPTION OF CLASS

This is an exempt, supervisory position within the City of Warrenton Marina Department. The position provides leadership and training of the Marina Maintenance Crew in the operation of a municipal marina and harbor. Position assists in the maintenance and upkeep of dock facilities, equipment and property in all maintenance aspects of the Marina Department. This supervisory position will recommend hiring, firing and imposition of discipline for City Manager approval. The position will deliver performance evaluations and promote a safety conscious work environment.

DISTINGUISHING FEATURES

The ability to receive and give direction is critical. This employee plans, assigns and supervises the work of subordinate Marina staff. This position gives direction about job assignments, provides information about priorities for maintenance issues, and determines priority of projects with the Harbormaster. The applicant must be successful in maintaining positive public relations, help resolve issues of public concern and promote productive working relationships with other City employees. Provide more than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

EXAMPLES OF DUTIES

The duties listed below are examples of work typically performed by employees in this class and position. While an employee in this position may not perform all of the following duties, and will perform some duties not listed, the following is representative of the tasks to be performed:

- Communicate status of projects and issues to the Harbormaster.
- Acts as first level supervisor for the Marina Maintainer positions, Office Assistant and additional seasonal positions
- Conduct performance appraisals, training, discipline, employee relations, and make hiring decisions.
- Assists Harbormaster in supervision and participation of maintenance, security,

monitoring of boat and vehicular traffic, provision of directions and information to tenants and visitors and direction and control of traffic and launch ramp.

- Make independent judgments that have significant impacts on the organization.
- Evaluates need for improvements and repairs to facilities, report changes in conditions and recommends projects to the Harbormaster; assists in planning and construction activities.
- Provide daily task assignments and supervision of the Maintenance Crew including review of timesheets, work schedules, professional growth, and incident reports.
- Produce and maintain a weekly project and maintenance work schedule.
- Provide first-level contact for resolution of complaints and inquiries from the public and marina staff.
- Develops reviews and updates of written work instructions and schedules.
- Research new operational techniques and methods, equipment with application recommendations.
- Assigns berths, reviews billings for berth rental, collects rent and launch fees, keeps records of facility rental and usage of supplies and assets, maintains waiting list and provide information on policies and regulations.
- Assist the Harbormaster in preparing and meeting budgetary requirements.
- Assist the Harbormaster in selecting new staff for vacant positions, develop job and safety training programs, conduct evaluations and work performance of subordinates, counsel employees and implement corrective actions.
- Provide ongoing communication to marina users, promote and represent the City of Warrenton Marinas in public trust and service with professional conduct being essential.
- Troubleshoot problems with all facilities and marina systems.
- Lay water lines and repairs leaks or breaks in pipes.
- Asphalt and gravel road patches and repairs. Installation and repair of street signs.
- Repair of sidewalks curb and gutters.
- Traffic control and redirection planning.
- Oil or environmental spill cleanup.
- Clean up and restoration of work site upon completion of projects
- Maintain accurate inventory records.
- Obtain quotes for labor or material procurement.
- Provide reports of materials and labor used to complete tasks.
- Manage the construction and repair of City Marinas infrastructure.
- Work with backhoe, dump truck and other City construction equipment and tools.

- Investigate customer or staff complaints and initiate corrective actions.
- Provide input on Standard Operating Procedures and Best Practices.
- Ensure timely completing of service requests and work orders.
- Work a flexible schedule during seasonal needs and emergency situations.
- All other duties as assigned

This position is a working Foreman and will perform all the duties of a Marina Maintainer

WORK RELATIONSHIPS

This position works under the supervision of the Harbormaster to provide supervision for the Marina Crew and is accountable for the quantity and quality of the work done by subordinates. The candidate in this position encourages a constructive team atmosphere, often works independently, and maintains relationships with stakeholders including officials, contractors, vendors, regulatory agencies, and citizen groups. The applicant in this position must exercise exceptional internal and external customer service. Position may act as the Harbormaster in their absence.

QUALIFICATIONS OF EMPLOYMENT

Knowledge of:

- Comprehensive knowledge of methods, materials, equipment, and tools used in mooring basins maintenance and operations.
- Small vessel operations.
- State and Federal laws and regulations which pertain to harbor and boat operations.
- Equipment/machinery repair and maintenance.
- Regulations for operation of water and electrical systems within marinas.
- Occupational safety and health practices and programs such as: Safety Data Sheets, Confined Space, Trenching safety, Traffic control, Respiratory protection, PPE, Lock-out tag-out, fall protection, Arc Flash.
- Principles and practices of supervision and management.

Ability To:

- Supervise work of Marina Maintenance Crew in mooring basins operations and management.
- Estimate for labor, materials and equipment costs and construction maintenance and repair projects,
- Work harmoniously and tactfully with other City employees, boat owners and operators and public.

- Prepare written responses and make presentations before informal and formal group settings.
- Analyze complex problems and evaluate alternatives. Formulate and implement effective solutions in routine and emergency situations
- Represent The City of Warrenton, its affiliations and organizations while conducting business in a professional manner on and off duty.
- Perform all physical requirements of the position including but not limited to; Lifting and carrying heavy objects(up to 100lbs), ability to pass a Respirator fitness test, climb ladders, bending, stooping, crawling, squatting and periods of standing.
- Create work orders and work schedules.
- Interpret rules, regulations, plans, manuals and specifications.
- Analyze complex problems and provide solutions.
- Ability to enter and access information from a computer.
- Use of word processing, spreadsheet and email software.
- Operate construction equipment and perform manual repair work.

Minimum Requirements:

- Oregon State Driver's License with a satisfactory driving record
- Oregon State Boaters Card
- High school diploma or equivalent.
- Sufficient skill and experience to satisfactorily perform the duties of the position.
- Must be available to respond to emergency situations when a supervisor is required.

Desirable Qualifications:

- Prior Experience with other marinas, ports or municipalities.
- Class A Commercial driver's license or ability to obtain
- Oregon Boaters Card.
- Knowledge of laws and regulations which pertain to harbor and vessel operations.
- Knowledge of occupational hazards and safety practices.

Experience and Training:

Any combination of education and experience that provides the required knowledge, skills and abilities necessary for a Marina Maintenance Foreman; Significant experience working with the public, excellent customer service skills, maintenance and construction skills, familiar with boating with both commercial and personal boating needs. Supervisory experience is desired.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Employee must perform strenuous physical work with continuous exposure to unpleasant elements such as dust, fumes and odors, dampness, noise levels and severe outside weather conditions. Occasionally work must be performed in confined areas. Physical demands include frequent lifting of heavy objects, often combined with bending, twisting, working above ground or on irregular surfaces often in undesirable weather conditions This position requires contact with the public under stressful conditions.

Most work is done during the day on weekdays, but occasional night and weekend work is required along with seasonal shift changes. Due to the essential public services provided by the City, a person in this position is required to occasionally respond to emergencies and other urgent needs during unusual hours when a supervisor is required or lack of sufficient manpower.

WORK ENVIRONMENT

This position requires detailed work under changing, intensive deadlines on multiple concurrent tasks, constant interruptions and interaction with government officials, contractors and the general public. The incumbent's work may expose them to dangerous machinery and moving parts, sharp tools, fumes, chemicals and or toxic substance, within regulatory safety standards and limits, and will require travel and work in adverse weather conditions.

This Job description is not intended to be an exhaustive list of all possible duties, responsibilities or qualifications associated with this job.

City of Warrenton

Application for Employment

An Affirmative Action, Equal Opportunity, Employer



Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

Mailing Address: _____
City State ZIP Code

Address: _____
Address Apartment/Unit #

City State ZIP Code

Phone: () _____ Alternate Phone: () _____

Email Address: _____ Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Are you now a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Dept.	_____	
Do you have relatives employed by the City of Warrenton?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, indicate name, relationship, dept.	_____	
Do you possess a valid driver's license Class:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	State:	_____	
			Endorsement:	_____	

(A valid driver's license is required only when stated on the job announcement.)

Office Skills

Typing Speed (wpm) : _____ Can you operate a computer? Yes _____ No _____

Do you speak a language other than English? YES ☐ NO ☐ If so, what language? _____

Computer Operation

Describe your computer operation skills, including programs used:

Equipment Operation

Describe your equipment operation skills related to the job for which you are applying:

**Education**

High School:			Address:		
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
		High School Equivalency?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	School:
College:			Address:		
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
Other:			Address:		
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:

Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

EMPLOYMENT HISTORY: Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Employment History

Company:			Phone: ()
Address:			Supervisor:
Job Title:			
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company:			Phone: ()
Address:			Supervisor:
Job Title:			
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

**Employment History continued**

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐**Military Service**

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (Copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) - I served on active duty with the Armed Forces of the United States:

- ☐ For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- ☐ For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- ☐ For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- ☐ For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- ☐ For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- ☐ And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- ☐ And receiving a nonservice –connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD-214 or 215 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- ☐ I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- ☐ I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- ☐ I was awarded the Purple Heart for wounds received in combat

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____

This form and supporting documentation must be received City of Warrenton no later than the closing time and date of the job posting. If you have any specific questions, please contact the hiring department.

(503) 861-0823 or cityrecorder@ci.warrenton.or.us