

**CITY OF HOMER  
JOB DESCRIPTION AND SPECIFICATIONS**

**PORT MAINTENANCE SUPERVISOR**

|                    |                            |                        |                     |
|--------------------|----------------------------|------------------------|---------------------|
| <b>Department:</b> | Public Works               | <b>Sub-Department:</b> | PH Maintenance      |
| <b>Reports To:</b> | Port Director/Harbormaster | <b>Backed Up By:</b>   | Port Maint Tech I's |
| <b>Supervises:</b> | Port Maint. Tech I's       | <b>Backs Up:</b>       | As Assigned         |
| <b>Pay Range:</b>  | 15                         | <b>Classification:</b> | Full-Time/Regular   |
|                    |                            | <b>Updated:</b>        | 03/06, 07/11        |

**GENERAL FUNCTIONS**

Supervises and performs the maintenance, repair and improvements to the Port & Harbor facilities.

**JOB FUNCTIONS/MAJOR ACTIVITIES**

1. Fabricates items for Port and Harbor maintenance activities.
2. Installs structural, mechanical, electrical and plumbing improvements.
3. Assists or performs collection/disposal of solid waste and used waste oil on Homer Spit.
4. Maintains floats and all dock structures, replacing damaged portions of wood and metal components and maintains associated electrical systems.
5. Performs snow removal and sanding throughout Port & Harbor, maintaining accessibility to impound yard, parking lots and dock approaches.
6. Occasionally may operate heavy equipment in the performance of routine job functions.
7. Port Maintenance Supervisor will report directly to the Port Director or designee and will work with and interact daily with the Port and Harbor and city of Homer organization.
8. Port Maintenance Supervisor will have daily oversight interaction with contractors performing work for the Port and Harbor Enterprise.
9. Supervises the preventative maintenance and repairs to all Port and Harbor infrastructure related equipment, vehicles, vessels and buildings.
10. Assigns and directs work of Port Maintenance Technician I's under the general direction of the Port Director/Harbormaster.
11. Responsible for performance evaluations and makes recommendations on hiring and terminating of Port Maintenance Technician I's.

12. Assists the Port Director/Harbor Master in drafting the annual maintenance and operations budget for the Port Maintenance unit.
13. Assists in drafting RFPs and ITBs for work related to Port and Harbor contracted labor. This may include but may not be limited to participating in an evaluation team that reviews prospective bids from contractors.
14. Performs other duties as directed by the Port Director/Harbor Master or designee.

### **KNOWLEDGE, SKILLS AND ABILITIES**

At least two years experience in a similar supervisory role working in a multifaceted governmental or private organization. Extensive knowledge of work associated with the operations and maintenance of Port and Harbors is required. Five years experience with hydraulic pumps, motors, cylinders and valve systems. Must have working knowledge of acetylene torch, cutting, brazing, welding and electrical arc welding. Must have basic electrical, plumbing, carpentry experience and capable of performing heavy manual labor. Basic knowledge of the maintenance and operations of heavy equipment desirable. High school diploma or G.E.D. required.

### **DECISION MAKING RESPONSIBILITIES**

Direction is given daily of a general nature by Port Director or designee. Frequently works without supervision or assistance. Responsible for developing unit procedures associated with repairs and maintenance. Independent judgment required in carrying out the necessary required maintenance in the performance of assigned duties. Responsible for operation and maintenance of all tools and equipment owned by the City of Homer Port and Harbor. expensive equipment and tools and their proper care. Activities are a major source of potential liability to the City. Maximum budget level authority at a unit level.

### **SUPERVISORY AUTHORITY**

Supervises Port Maintenance Technician I's.

### **EXTERNAL VISIBILITY/CONTACT**

High frequency of contact with the general public and key service personnel in the purchase of parts and supplies. Moderate frequency of contact with government officials in relation to harbor use. Low frequency of contact with key city personnel. Infrequent presentation or attendance at public meetings.

### **WORKING CONDITIONS**

High frequency of exposure to inclement weather and hazardous working conditions. Frequently involved in heavy physical exertion lifting up to 50 pounds or moving equipment and in working in confined or awkward positions while using tools and equipment. May be required to work weekends, overtime and various shifts and to be on-call.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION AND SPECIFICATON; IT HAS BEEN EXPLAINED TO ME. I UNDERSTAND AND ACCEPT THE EXPECTATIONS OF MY DUTIES AND RESPONSIBILITIES AS A CONDITION OF MY EMPLOYMENT AS STATED HEREIN.

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Employee Signature Date

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Supervisor Signature Date

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City Manager Signature Date

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Personnel Director Signature Date