



Job Description

Job Title	Dock Yard Assistant / Equipment Operator	Department	Port
Reports to	Dock Supervisor	Salary Level	VI
Classified	Seasonal, Non-Exempt	Approved By	<i>Rose Loera, City Manager</i>

I. General Description

This position is responsible for assisting dock personnel in all phases of operation of the dock including, but not limited to, barge and vessel loading and unloading, receiving and dispersing freight, keeping the yard and warehouse clean and organized, maintaining equipment, assist in office when needed by learning billing and tariff interpretation.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Maintains equipment and keeps yard and warehouse clean and organized.
2. Load and unload freight by operating dock equipment including large and small forklift, Learning and giving crane signals, operating tag lines and rigging loads.
3. Assist in handling loose and palletized freight manually and with small forklift.
4. Assist in completing improvement projects.
5. Learn invoicing and billing, receiving payments, general maintenance of office and office equipment.

IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. Learning and using all aspects of lift rigging and safe practices in operation of equipment.

Skills and Abilities:

This position must have skills and abilities or be willing to learn in the following areas:

1. Communication in person and by telephone and radio.
2. Operation of small and large forklift.
3. Must be able to work flexible and extended hours and outdoors in inclement conditions.
4. Interact with the public in a courteous, helpful and professional manner.
5. Work with co-workers, outside agencies, and vendors in a professional manner.
6. Ability to operate or the willingness to learn to operate a personal computer and use word processing and spreadsheet software.



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V. Work Environment and Physical Effort

This position is a physically strenuous and demanding job, requiring lifting, pulling and managing heavy equipment and objects. The employee will work in all weather conditions and must be prepared for both extreme heat and cold. The employee must ensure that all activities are completed in a safe and efficient way.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and /or move up to 25 pounds, and occasionally lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

The employee may at times be exposed to dangerous and /or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

VI. Education and/or Experience

Education:

1. High school diploma or General Equivalency Diploma (GED).

Experience:

1. Must be at least 19 years of age.
2. Must have a valid Alaska Driver's License and the ability to get Class B Commercial Driver's License (CDL).
3. Have some experience at small and large forklift operations and working around cranes.

VII. Certification and Training

1. National Incident Management System (NIMS) compliance training and certification.
2. Transportation Workers Identification Credential (TWIC) card.

VIII. Supervisory Responsibility

None

IX. Scope of Employment

- III. Regular, Full time employment, Seasonal position (April through October). Must be able to work flexible hours; may include weekends and holidays.



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X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee:

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
Department Head:	_____	_____
City Manager:	_____	_____