



Job Description

Job Title	Seasonal Heavy Equipment Operator/Dock	Department	Port
Reports to	Dock Supervisor	Salary Level	VII
Classified	Overtime Non-Exempt	Approved By	04.07.17

I. General Description

This position is responsible for assisting Dock Supervisor in all phases of operations of the dock such as, but not limited to, barge and vessel loading and unloading, receiving and dispersing freight, keeping the yard clean and organized, maintaining equipment, handling billings, and interpreting tariffs.

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 clean and organized.
2. Assists in invoicing and billing, receiving cash, general maintenance of office and office equipment.
3. Loads and unloads freight by operating dock equipment including 50 ton forklift, giving crane signals, operating tagline, and rigging heavy loads.
4. Assists in handling loose and palletized freight manually and using a small forklift.
5. Interprets dock tariffs and assists with invoicing and billing.
6. Assists the Dock Supervisor in scheduling incoming and outgoing vessels and with the logging of all vessels tied to the City Dock.
7. Assists in overseeing Dock Assistant.
8. Operates City-owned cranes.

IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. All aspects of rigging and in the safe operation of equipment.

Skills and Abilities:

This position must have skills and abilities in the following areas:

1. Interpret tariffs and billing and receiving procedures.
2. Communication in person and by telephone and radio.
3. Operation of small and large forklifts.
4. Must be able to work flexible and extended hours and outdoors in inclement conditions.



Job Description

5. Interact with the public in a courteous, helpful and professional manner.
6. Work with co-workers, outside agencies, and vendors in a professional manner.
7. Ability to operate a personal computer and use word processing and spreadsheet software.

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 works in all weather, 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 adjust 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. Have some experience as a large and small forklift operator and working around cranes.
2. Must be at least 19 years of age.
3. Must have a valid Alaska Drivers License.

VII. Certification and Training

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

VIII. Supervisory Responsibility

As directed by supervisor.

IX. Scope of Employment

Regular, full time employment, seasonal position (April through October). Must be able to work flexible and extended hours; may include weekends and holidays.



Job Description

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:	_____	_____