

**CITY OF NEWPORT  
PARKS & RECREATION DEPARTMENT**

**Job Title:** Dock Hand

**Reports to:** Harbormaster

**Nature of Work:** Dock Hands provide friendly, personal marina services at the Newport City Dock to seasonal and transient boaters and all waterfront visitors. The job entails duties associated with providing a positive recreational experience for Newport City residents and visitors. Dock Hands provide docking and mooring assistance, service boaters with pumpouts, marine fuel, merchandise and other conveniences. The position also includes a wide variety of facility maintenance duties including mowing, landscaping, minor construction and repairs. This position will require some evening, weekend and holiday hours in addition to the regular work week.

**Essential Job Functions:**

- Assist with the delivery of dock services including docking assistance, pumpouts, marine fueling and general merchandise transactions to the boating community.
- Assist Harbormaster with inspection of all mooring tackle prior to installment.
- Represent a positive image when interacting with visitors and community members using the Dock and waterfront facilities.
- Inform the public of Newport City Dock rules and regulations and report violations to the Harbormaster promptly.
- Performs daily grounds and facilities maintenance for the Newport City Dock, Harbor Building, Gateway Center and surrounding waterfront areas.
- Conduct daily checks to ensure equipment safety, facility cleanliness and that all areas are kept free of hazard and debris.
- Be alert to equipment and facility conditions and report any maintenance or repair needs to the Harbormaster promptly.
- Learn and follow dock procedures and safety expectations.
- Conduct routine water quality data collection and basic water testing.
- Utilize sound environmental practices and assist boaters to prevent pollution and the spread of aquatic nuisance species.
- Successfully complete Portable Fire Extinguisher, Basic First Aid, CPR & AED training and any additional training as requested by the Harbormaster or Parks & Recreation Director.
- Respond to fire, pollution and other emergency event in accordance with established response procedures.
- Track inventory of supplies and equipment and report needs to Harbormaster.
- Maintain detailed records for daily transactions including overnight slip rentals, gas sales, map, ice and miscellaneous items.
- Work collaboratively with city employees and other Parks & Recreation staff to ensure smooth operation of the dock and surrounding facilities.
- Actively participate in staff meetings and contribute to verbal and written evaluations as requested by the Harbormaster.
- Maintain clear and positive communication with Harbormaster.
- Perform any other duties as assigned.

**Equipment Utilization:**

Dock Hands may be asked to use power tools, lawn equipment, fire protection equipment, motorized and non-motorized watercrafts and City vehicles.

**Minimum Qualifications:**

Must be at least 16 years of age.

Must be, or able to become certified in CPR, First Aid & AED.

Must submit to and successfully pass a Criminal Record Check & Background Check.

Must possess a valid Driver's License or have other reliable method of transportation.

Must be, or able to be certified to operate a motor boat.

Knowledge of docks, boating or marinas a plus.

**Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, orally and in writing.
- Ability to operate a computer including knowledge of Microsoft Office products, Google Docs and email.
- Ability to deal effectively and diplomatically with the general public.
- Ability to understand City policy and administer regulations firmly, tactfully and impartially.
- Ability to perform duties without constant and direct supervision.
- Physical ability including endurance for prolonged standing, kneeling, lifting and pulling. Ability to lift 50lbs.
- Willingness to work irregular hours in an outdoor setting with limited equipment and facilities, and daily exposure to weather extremes including sun, heat, rain, cold and animals such as spiders, snakes, aquatic species etc.

**This institution is an equal opportunity provider and employer.**