

PORT OF PORT TOWNSEND

POSITION DESCRIPTION

Position Title: Hoist Operator I
Department/Location: Operations / Yard Office
Reports to: Operations Manager

Position Summary:

The Hoist Operator I functions as an entry level hoist operator, assists in driving or guiding travel lift and other equipment and machines, and gains skills in vessel pickups, hauls, blocking, wash downs, safety and emergency service duties. The position also assists in ongoing Port customer and customer crew education and environmental compliance, and assists in yard duties and maintenance. As skills develop the position contributes to smooth boat yard operations.

Major Duties and Responsibilities

Duties and responsibilities shown are intended to indicate the type of work performed and should not be understood as an exhaustive list of all tasks assigned to this position.

- A. Learns and assists with the hauling of boats using all the Port's Hoist equipment.
- B. Learns and assists with the blocking of boats.
- C. Assists with maintenance of hoist and yard equipment & blocking.
- D. Schedules hoist operations.
- E. Performs other tasks, as assigned to complement haulout and moorage departments.
- F. Performs yard walks, light equipment maintenance, and grounds maintenance.
- G. Assists in enforcement of Port Rules & Regulations.
- H. Maintains contacts with Hoist and Yard Manager and other hoist operators and also works with moorage and maintenance staff, and Port customers and vendors.
- I. Performs other duties as assigned.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform all of the duties in an efficient and competent manner. The requirements and conditions listed are representative of the minimum levels.

1. Education: High school diploma or GED required.
2. Knowledge/Experience: One years of customer service and equipment operator related experience.

Knowledge, Skills, and Abilities

Requirements outlined in this position description may be subject to modification to reasonably accommodate individuals with disabilities otherwise qualified for this position.

1. Must have a valid Washington state driver's license.
2. Must be able to lift and carry up to 100 lbs.
3. Knowledge of vessel haulout and blocking procedures for a variety of designs and shapes, preferred.
4. Experience in basic equipment maintenance is desirable.
5. Must have the ability to establish and maintain effective communications/working relationships with co-workers, management and staff, customers and the public.

Physical Requirements

Physical demands reflect the position's responsibility for hoist and yard duties. Physical efforts require extended periods of walking, stooping, reaching, feeling, bending, kneeling, climbing, grasping, handling and talking, both in person and over the phone. Requires general vision and hearing. Position may also require standing, crawling, sitting and the ability to push or pull and/or lift and carry up to 100 pounds.

Work Environment

The work environment conditions are representative of those an equipment operator encounters while performing the day-to-day functions of this job. The work environment includes frequent duties in outdoor and storm conditions, with temperatures as low as 0 and as high as 100 degrees (Fahrenheit), frequent working on wet and slippery surfaces and may include duties performed at night in areas with little or no lighting, as well as exposure to equipment electrical and mechanical risks, noise levels, and hazards.

Equal Opportunity Employer – Americans with Disabilities Act