

Port of Port Orford
Post Office Box 490
300 Dock Road
Port Orford, OR 97465



HOIST OPERATOR - DOCK PERSONNEL

Department: Dock
Position Title: Hoist Operator
Classification: Full Time, Non-Exempt
Salary Range: \$20.00 + Depending on Experience

General Statement of Duties

The Hoist Operator-Dock personnel (HO-DP) is a hybrid position that combines hoist operations, site security, janitorial services, basic carpentry, yard care, and customer service representative duties.

This position primarily works the crane services for the commercial fishing fleet and is responsible for cash handling, fueling service, and maintenance duties.

New hires will receive one month of paid training to ensure competency and safety in all duties.

Supervision Received

This position is supervised by the Port Manager and Dock Supervisor.

Duties and Responsibilities

- Ensure the highest level of safety for facility users.
- Hoist vessels, sell fuel, and respond to facility users
- Deep clean the public restrooms
- Discuss the status of the daily inspections with the next shift
- Work with the Dock team to ensure maintenance of the Port facilities
- Inspect Port properties and assets for cleanliness, vandalism, use, and wear.
- Wear OSHA-required safety gear
- Provide courteous service and information regarding facility use
- Keep the facility and work area free of safety hazards and debris.
- Keep accurate fuel, inventory, service, and sales transactions records.
- Identify, document, and immediately resolve site needs.
- Secure work areas in compliance with State, Federal, and Port safety regulations and rules.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- One year of prior experience operating and maintaining hydraulic equipment, carpentry, janitorial, customer service, and cash handling.
- An ability to read and write at a high school level.
- Excellent customer service skills.
- An above average attention to detail.
- An ability to work independently.
- Strong interpersonal skills, including the ability to work well in teams and to resolve site security issues with diplomacy.
- A personal commitment to safety.

Required and Preferred Qualifications

Education: An ability to read and write at a high school level.

Experience: Prior experience operating and maintaining hydraulic equipment, carpentry, janitorial, customer service, and cash handling.

OR

An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job

Special Qualifications

- Must possess a current and valid Oregon driver's license

Essential Physical Abilities and Working Conditions

This position is primarily outdoors, year-round, including during rain, wind, and cold temperatures. Candidates must be able to:

- Climbing 70-foot crane towers in adverse weather,
- Securing the dock during storm warnings,
- The ability and knowledge to safely lift more than 60 pounds,
- And other physically demanding duties as needed.

Hours of availability

This position works up to 40 hours per week. Total hours are dependent upon weather conditions. Staff do not work when the weather prevents the fleet from fishing.

An ability and willingness to work varying days, evenings, and times is a plus. Overtime is sometimes necessary with Port Manager approval. Appointees will be subject to completion of a standard 90-day probationary period.

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