

JOB DESCRIPTION

TITLE: Dock Helper

DEPARTMENT: PUBLIC WORKS

CLASSIFICATION:

STATUS: FULL TIME () PART TIME () SEASONAL (X)

UPDATED: April 4, 2017

DESCRIPTION OF DUTIES

The Dock Helper under supervision assists in the operation, maintenance and cleaning of the municipal dock; assists the visiting public with boat ramp; does related work as required.

Under the general direction of the Dockmaster.

RESPONSIBILITIES

- Assists boat owners in handling of boats, and maintains good relations with permittees and dock visitors.
- Collects permit fees, and issues proper receipts, from boat owners; keeps payment records and deposits funds.
- Cares for, and maintains the grounds; removing trash, repairs, cleans and paints the municipal dock facilities including buildings, docks, bulk heading, pilings, and related activities as directed.
- Stores and safeguards equipment, tools, materials and supplies.
- Advises the Dockmaster in a timely manner of any defective or hazardous situations that may cause harm to any person utilizing the municipal dock property.
- May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

SKILLS, KNOWLEDGE AND ABILITIES

- Thorough knowledge of the hazards and necessary precautions of the work and of methods of promoting safety.
- Ability to understand and follow complex, oral and written directions.
- Ability to keep records and make reports
- Thorough knowledge of Township policy and procedures.

- Knowledge of the procedures, equipment, materials, and supplies used in maintaining, repairing and cleaning municipal dock property.
- Knowledge of the rules, regulations, procedures and practices relating to boating safety.
- Knowledge of proper procedures for storing and safeguarding equipment, tools, materials and supplies.
- Ability to do the necessary grounds keeping work, maintain facility and develop effective work methods.
- Ability to work effectively with coworkers, associates, supervisors, and that portion of the public who utilize the municipal dock and its facilities.
- Ability to take a courteous, firm and correct stand with permittees and the public in order to collect payments, and to maintain safe boating regulations and procedures.
- Ability to write receipts, complete simple reports, keep records of payments and make bank deposits.
- Ability to learn to utilize various types of electronic information systems used by the agency, office or related units.
- Ability to read, write, speak understand, or communicate in English sufficiently to perform the duties of this position.
- Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

EDUCATION REQUIREMENTS

- Graduation from a standard high school or vocational school, or equivalent combination of training, experience and education.
- Must be the holder of a valid New Jersey driver's license.

SUPERVISION

Public Works Supervisor
 Township Administrator
 Township Committee

PHYSICAL DEMANDS

- Ability to meet approved minimal physical and medical standards.