



Port of Nehalem

PO Box 476 • Nehalem, OR • 97131-0476
Phone 503-368-7212 • 36060 Sixth St. • www.portofnehalem.org

POSITION ANNOUNCEMENT

Boat Operator/Building Maintenance Position:

Hourly Pay Rate: \$25.00 (90 day probationary period)

Hours per **Week**: 20

DUTIES

Keep maintenance on all Port buildings. Power washing & touch up painting buildings, clean gutters, maintain inventory of tools and equipment in shop and the two boats. Maintain driveway, rock as needed. Mow property as needed. Roll out dumpster from its bay on the second Wednesday of each month. Maintain dock cleanliness and safety.

Maintain a daily log book of tasks in progress or completed, as well as differentiating time on the water vs. property. Keep mileage log for miles used on Port time (not to and from home). Promptly turn in itemized invoices to office personnel for any purchases made on Port accounts. No personal purchases are allowed on Port accounts. Any purchases must be authorized prior to ordering by a Port Commissioner.

Successful applicant will be responsible for maintenance on both the Norvelle and the small skiff. Seasonally set and remove buoys, conduct Cormorant hazing in April and May, tend to any river debris, snags and fallen trees. Retrieve any buoys found by public entities. Address any reports of river maintenance by public. Keep Commissioners notified each month of river activity.

QUALIFICATIONS

Applicants must possess an Oregon Boater Education Card; provide relevant experience and two references. Position is open until filled.

APPLICATIONS

Applications are available on the Port of Nehalem website at www.portofnehalem.org and the Port Office at 36060 Sixth St., Nehalem, OR 97131. Phone: 503-368-7212. Office is staffed Monday, Wednesday and Friday 9am – 1pm.