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Bristol Bay Borough

Job Description

PORT STEVEDORE/PORT LABORER

<u>Department:</u>	Port of Bristol Bay	Simultaneously Posted IN + OUT
<u>Immediate Supervisor:</u>	Port Foreman	of House on 3/10/21 by
<u>Positions supervised:</u>	None	BOROUGH CLERK. OPEN until
<u>Step Classification:</u>	HE (No Benefits)	Filled. FIND Application on
<u>Terms:</u>	Full Time Summer Seasonal	bbbak.us + send to
		j.kern@bbbak.us

Qualifications:

This is a full time, temporary position. Must be at least 18 years of age, high school diploma or GED equivalent, and have a valid Alaska driver's license. Must pass a pre-employment drug test. Basic stevedore and cargo warehouse duties, handling marine cargo in hectic port facilities. Small forklift operation, weigh cargo, fill out proper shipping paperwork. Load and unload cargo from vessels, vehicles and containers. Requires a self-motivated, dependable, easy going person with "team work" attitude and high customer service standards. Must work closely with the Port Foreman, Lead Equipment Operator, and other Port employees on all aspects of cargo operations and maintenance for equipment and facilities. A large amount of outside work is required, climbing ladders, hooking/unhooking containers and container cones. Segregate cargo in warehouse and terminal per Port system. Warehouse work is both indoors and outdoors. Hours of duty will vary and be based on the Port's 24 hour a day work schedule. Some overtime may be required and days off will vary from week to week, with short notice.

Duties and Tasks Performed

- Assist and follow instructions from Port Foreman, Lead Equipment Operator, and Warehouse Supervisor for dock and terminal plans, organization, and warehouse operations.
- Complete appropriate paperwork for incoming and outgoing freight as required by the Port Billing Specialist and carriers, for proper cargo shipping, receiving, and billing. As well as required paperwork for equipment maintenance. Examples are: freight bills, bills of lading, barge manifest, vessel service lists, container load sheets, terminal service lists, and hazardous material documentation.

- Complete required training, including but not limited to forklift certification, hazwoper, first aid, CPR, etc. Follow Port safety and operating procedures; ensure safe and proper use and maintenance of Borough equipment and facilities.
- Operate small forklifts to load/unload cargo from various vehicles, containers and vessels.
- Operate other various Port equipment.
- Assist and perform dock and terminal maintenance, piling/fender section repairs, installations and/or removal as well as fish grinder, ice machine repairs, painting, plumbing, carpentry, etc.
- Assist Port patrons with the fish grinder and ice machine and record all usage.
- Stevedore duties will include but not be limited to: climbing ladders to access tops of cargo containers to hook or unhook crane gear, install or remove container cones, removing placards and decals from containers, landing containers on the dock and work closely with barge crews.
- Clean regularly: warehouse, dock, office, break room, bathrooms and haul all trash to landfill.
- Assist LCL warehouse supervisor in keeping warehouse clean and organized, as well as outside cargo organized and easy to locate. Unload incoming containers and segregate cargo for distribution to customers. Call customers to pick up cargo and make cargo delivery appointments. Load/unload containers to be shipped to various Ports within and outside of Alaska and Bristol Bay.
- Collect paperwork from incoming trucks and radio dock crew required information, directs trucks to appropriate location.
- Answer various radios and phones and know how to operate fax and copy machines, digital weight scales, and other equipment.
- Equipment maintenance will include steam cleaning outside of all equipment and vehicles as well as detail clean up of inside.
- All other duties as assigned.

ACKNOWLEDGMENT

I understand the duties of my position as contained in this job description.

Employee signature

Date

The job description is accurate and has been reviewed with the employee.

Supervisor signature

Date

BRISTOL BAY BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER

Approve by Borough Assembly: June 6, 2011 effective July 1, 2011