

Position Title: Shipyard Manager

Immediate Supervisor: Port Manager

Position Objectives: To direct the operation of the Port's expanding shipyard which services the region's commercial fishing fleet as well as charter and recreational vessels. This position will provide positive leadership; maintain professional relationships with customers, vendors, regulatory agencies and the public; implement Best Management Practices to remain compliant with OSHA and DEQ; and market shipyard services.

Summary of Duties & Responsibilities:

1. Manage day to day operations of the shipyard
2. Supervise-staff and assign workload
3. Schedule haul-outs and approve vessel work plans
4. Compliance: regulatory including safety and environmental, training, and Port's Best Management Practices
5. Customer relations and sales
6. Produce billable hours
7. Ensure clean and safe operations and facilities and equipment
8. Salary position will maintain a flexible work schedule to accommodate peak season demands, special events, severe weather conditions, etc
9. Other duties and special projects as assigned

Minimum Qualifications:

Five years of shipyard experience

Relevant bachelor's degree, or equivalent combination of education and experience

Thorough knowledge of safety regulations

Thorough knowledge of environmental compliance, including reporting and testing requirements

Knowledge of all aspects of vessel repair

Must have, or be able to obtain, a valid Oregon driver's license

Authorized to work in the United States

Other:

- Physical condition compatible with job requirements
- Must be able to maintain confidentiality
- Must be able to pass a drug test and a consumer background report
- Familiar with basic office software including Microsoft Outlook, Word, Excel,

The above statements are intended to describe in general nature the level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

I have read and understand the above described summary of duties, responsibilities, and expectations for the position of Shipyard Manager.

Employee Signature

Date

Port Manager

Date