

**CHER-AE HEIGHTS INDIAN COMMUNITY
OF THE TRINIDAD RANCHERIA**
Job Description

Job Title: Dock Worker/Crab Handler
Department: Seascape Pier
Reports To: Lead Pier Supervisor/Facilities Manager (changed reporting designation)
FLSA Status: Non-exempt
Prepared By: Human Resources
Prepared Date: 3/14/17
Approved By: CEO
Approved Date: 3/14/17

Summary: The Dock Worker/Crab Handler position has a variety of different assignments which are assigned based on the training level of the employee and business needs in support of achieving the goals at the dock. This job description is meant to serve as an outline of the duties and responsibilities that the dock worker may be required to perform during the course of their work-day.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Receives written work orders or verbal instructions from Pier Manager or Supervisor.

Assist in loading and unloading trucks/vessels and in moving and storing of crab or product. Pull empty and full totes (up to 250 lbs.) with repetition.

Move product and other materials to and from storage and production areas, loading docks, delivery vehicles, vessels by hand or using fork lift and other equipment.

Loads and unloads materials or garbage onto or from pallets, trays, totes by hand and keeps dock free of debris.

Unloads vessel cargo, using winches and other hoisting devices. Secures lifting attachments to materials and conveys load to destination. Physical labor involved in this activity varies, but can involve pushing/pulling totes (up to 250 lbs.).

Continuously check for and remove damaged goods to ensure that only quality product is being shipped to customers.

Load each tote according to assigned specification using fork lift. Ensure that the load is evenly distributed.

Attach identifying tags or labels to totes or load.

Send loads that are accurate while maintaining a pace that is efficient.

Operates safety equipment within its limitations.

Keeps pier free of debris not part of a specific project.

Inspects hoist rail and track for obstructions when hoist is in use.

Inspects, notes and reports damage to pier supervisor.

Follow all company safety policies and procedures.

Execute assigned duties with minimal supervision.

Available for required overtime to support business needs and/or critical situations.

Perform assigned duties satisfactorily and in timely manner.

Maintain a clean & safe work environment.

Perform all other related duties as assigned.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. .

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Must be able to work flexible schedules including weekends.

Must pass pre-employment and random drug screening.

Indian preference.

Education and/or Experience

Prior fork lift, hoist and crab handling experience or training preferred.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess a valid Driver's License and be insurable by the Trinidad Rancheria Insurance Policy.

Obtain Fork Lift Certification (Fork Lift certification may be obtained through Trinidad Rancheria).

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this Job, the employee is regularly required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; speak and hear. The employee must frequently lift and/or move up to 250 pounds and occasionally lift and/or move up to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places and fumes or airborne particles. The employee is occasionally exposed to extreme weather. The noise level in the work environment is usually moderate. Must have rain boots and outwear for inclement weather conditions.

Signature: _____ Date: _____