



JOB DESCRIPTION – HARBOR MASTER

Job Title	Harbor Master	Department	Harbor
Reports to	Port Director	Salary Level	IX
Classification	Seasonal, Non-Exempt	Revision Date	06.18.24

I. General Description

This position is responsible for the security, maintenance, repair, collection of harbor permit fees, and safe usage of the Boat Harbor and facilities; Wood River boat launch and Kakanak beach access road.

II. Reasonable Accommodations

An individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

- Enforce all provisions, rules and regulations adopted for Harbor facilities.
- Render aid to distressed vessels in and outside the Harbor.
- Prepare and submit reports and recommendations concerning new rules and regulations and fee structures to ensure safe and effective operation of Harbor facilities.
- Plan, prepare, and organize workloads and staff assignments, expedite workflow, and make staffing decisions for department.
- Oversee department personnel matters, make recommendations regarding appointments, promotions, suspensions, and dismissal of department employees.
- Assist Human Resources with recruitment and selection of employees.
- Execute end of season department personnel evaluations.
- Provide monthly staff report to Port Director for City Council meeting.
- Collect Harbor fees for marine vessels.
- Post Harbor speeds, classification, and use of Harbor areas.
- Direct waterborne traffic as conditions require and monitor pedestrian traffic on floats and ramps.
- Move boats as need may arise.
- Regularly inspect facilities, monitor maintenance, and make recommendations for repairs.
- Operate and maintain equipment and machinery for boat launching and haul-out.



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- Supervise Harbor staff.
- Review and make recommendations for annual department budget and monitor revenues and expenditures.
- Attend City Council meetings as required.

IV. Knowledge, Skills and Abilities

Knowledge

This position requires proficiency in the following areas:

- Must have a general knowledge of the construction and operations of marine-related Harbor facilities, Coast Guard regulations and maritime law, and marine vessels.
- Must be familiar with and have a working knowledge of Coast Guard, HazMat, and Alaska Department of Environmental Conservation regulations.
- Ability to assist in all marine emergencies, including oil spill response.

Skills and Abilities:

This position must demonstrate the following skills and abilities:

- Must be able to prepare clear, concise reports.
- Must be able to operate the following office equipment: computer, including word-processing, and spreadsheets.
- Must be able to write and maintain Harbor security plans.
- Must have the ability to take direction from the City Manager and exercise independent judgment in accomplishing assigned tasks in a reasonable and timely manner.
- Demonstrate skill in operating motor-powered watercraft and equipment.
- Interact with the public, co-workers, outside agencies, and vendors in a courteous, helpful, and professional manner.

V. Work Environment and Physical Effort

Office environment combined with an active Boat Harbor. The noise level in the work environment will vary from quiet to moderately noisy depending on other employees or members of the public with business in the office or any equipment noises outside. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment. The employee will have to spend long hours sitting and using office equipment which can cause muscle strain. Must possess mobility to work in a standard office setting and to use standard office equipment,

including a computer, strength to lift and carry materials weighing up to 20 or more pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.



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VI. Education and/or Experience

Education:

- High school diploma or GED.
- Graduation from an accredited college or university with a bachelor's degree or equivalent in Engineering, Transportation, Business Administration, Public Administration, Marine Science or a related field, preferred
- First aid / CPR certification, or ability to obtain within one year.
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Experience:

- At least two years of experience in Harbor operations. Supervisory and administrative experience, preferred.

VII. Certification and Training

- National Incident Management System (NIMS) compliance training and certification, within 3 months of hire.
- U.S. Coast Guard licenses or certifications desirable.
- CPR/First Aid Certificate desirable

VIII. Supervisory Responsibility

Harbor staff.

IX. Scope of Employment

Regular, full-time, seasonal, non-exempt position.

X. Acknowledgment

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

Employee: _____ Date: _____

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

Supervisor: _____ Date: _____



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This job description approved by:

Initials

Date

City Manager:

The above job description is intended to describe the duties of an employee in general terms and does not necessarily describe all job duties.