

HAINES BOROUGH
POSITION DESCRIPTION

**ASSISTANT HARBORMASTER
SEASONAL**

DEFINITION:

The Seasonal Assistant Harbormaster reports directly to the Harbormaster. This is a seasonal part-time position working less than 30 hours per week (approximately May through September).

EXAMPLES OF DUTIES:

1. Collect transient moorage fees and ramp fees.
2. Work and meet arriving barges, as needed.
3. Report any mechanical or structural failures of the facilities to the Harbormaster and assist in repair and maintenance.
4. Meet cruise ships, as needed, and perform security rounds.
5. Maintain an acceptable level of appearance as a representative of the Haines Borough.
6. Be on call or available during off hours and keep a listed telephone number. Work weekends as required and occasional changes in schedule, as needed.
7. Work closely and cooperatively with all other departments of the Haines Borough.
8. Assist with the operation of the Haines Borough Ice House.
9. Perform other duties as required.

KNOWLEDGE AND ABILITIES:

Have a general knowledge of the construction and operation of marine-related port facilities; coast guard regulations and maritime law; boats and marine vessels.

Have the ability to communicate effectively and courteously with the general public. Prepare clear, concise reports and other paperwork. Swim at an intermediate level. Operate power and hand tools.

EMPLOYMENT STANDARDS:

1. Minimum of a high school education or the equivalent.
2. Administrative/paperwork experience and/or abilities.
3. Good physical health.
4. Alaska driver's license.
5. Have and display a friendly, positive attitude toward all boating public and tourists.