

HAINES BOROUGH
POSITION DESCRIPTION

HARBORMASTER

CLASSIFICATION:

Regular, full-time; union; salaried; exempt; governed by the Local 71 Collective Bargaining Agreement and Haines Borough Code, especially HBC 2.04, 2.06, 2.38, 2.62, 2.72-96, and Title 16.

DEFINITION:

Under the direction of the borough manager, this full-time, salaried position supervises and manages all borough port and harbor facilities, including the Letnikof Cove Small Boat Harbor, Lutak Dock facility, Port Chilkoot Dock facility, Portage Cove Harbor, Excursion Inlet facility, and Swanson Harbor facility. This job description reflects the administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

SUPERVISION RECEIVED/EXERCISED:

Works under the direction and supervision of the manager. Exercises direct supervision over assigned staff including one year-round assistant harbormaster, and one or more seasonal assistants and port security officers.

EXAMPLES OF DUTIES - HARBORMASTER SHALL:

1. Serve as primary borough representative charged with the enforcement of the Haines Borough Code Title 16 and all federal and state laws which regulate the operation of the Haines Port and Harbor facilities including Homeland Security and USCG MARSEC level planning and response. Establish a working relationship with the U.S. Coast Guard and Coast Guard Auxiliary. Write and implement a Facility Security Plan in accordance with federal regulations.
2. Provide for and supervise the maintenance, order, health, and safety of all harbors and port facilities, including docks, launch ramps, and adjacent facilities; report any mechanical or structural failures of the facilities to the borough manager or designee. Implement emergency procedures, including search and rescue, fire response and spill containment. Manage risk reduction and risk management programs; review safety equipment and procedures, resolve issues, and interpret and enforce OSHA and borough safety regulations. In cases of emergency, take necessary action to protect life and property including all harbor facilities and all vessels moored at the facilities.
3. Classify harbor facility users and assign mooring spaces, registration of boats, and rental/use agreements; research and recommend rate revisions to assure that appropriate fees are charged for services provided. Maintain an up-to-date list of mooring spaces and rentals, and work closely with the borough finance department in the billing and collection of fees. Collect delinquent fees and transient moorage fees and deliver same to the borough finance department in accordance with Title 16.
4. Serves as the business manager for the ports and harbors facilities, overseeing all monetary matters, ensuring the due collection of all monies and developing policies for solvent operations.
5. Assists in the development of plans and grant applications for port and harbor improvement projects.
6. Post notice of rules and regulations for each port and harbor facility via signage and advertising.
7. Attend assembly meetings and committee meetings related to harbor business, or as requested by the manager, in order to assist the manager, mayor, and assembly on harbor matters.
8. Be on call or available during off-duty hours.
9. Meet (or assign a harbor employee to meet) all tour ships, barges, and cargo ships and ensure timely tie-up and departure arrangements. Inspect dock damage and document same.
10. Develops, submits, and administers the budget for the Ports and Harbors Department.
11. Perform other duties as assigned by the borough manager or designee to assist and support borough management.

KNOWLEDGE, SKILLS, AND ABILITIES:

The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job functions. The Borough at its sole discretion shall decide if the applicant meets the requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

1. Must have a general knowledge of the construction and operations of marine-related port facilities; Coast Guard and other federal regulations and maritime law; state and local regulations, and boats and marine vessels.
2. Ability to communicate well with others, both orally and in writing, using both technical and non-technical language.
3. Ability to supervise, manage, and evaluate the work of others.
4. Ability to perform short and long range planning regarding harbor operations.
5. Must be able to frequently stand, sit, talk, use both hands, handle and/or feel objects, tools or controls; and reach with hands and arms.
6. Ability to prepare and present accurate and reliable reports containing findings and recommendations. Ability to write and maintain port security plans.
7. Ability to understand and follow oral and written policies, procedures, and instructions.
8. Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
9. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
10. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
11. Integrity, ingenuity, and inventiveness in the performance of assigned tasks.
12. Ability to both take direction from borough management and exercise independent judgment in accomplishing tasks assigned in a reasonable and timely manner.

EMPLOYMENT QUALIFICATIONS

1. High school education or equivalent and a minimum of two years of experience in harbor management or a related field with a supervisory and administrative role, OR any equivalent combination of experience, education, and training that provides the knowledge, skills, and abilities necessary to perform the work.
2. Must hold a valid Alaska Driver's license or have the ability to acquire one within 30 days of hire.
3. Physical and Environmental Conditions: Must be able to work in all weather conditions, and in regularly hazardous, unsafe, stressful and physically demanding conditions. Must be able to swim at an intermediate level. Must be able to traverse ramps, piers, floats, docks, and other structures found in a coastal marine environment. The employee is required to step over rails and/or climb ladders to board watercraft of different sizes and configurations. The physical demands described within this job description are representative of the conditions associated with this position. Reasonable accommodation may be made to enable individuals with limited disabilities to perform the essential functions.
4. Must be able to pass a required background check.
5. Must be able to complete Port Security Training within 30 days of hire.