

HAINES BOROUGH
POSITION DESCRIPTION

SEASONAL HARBOR ASSISTANT

DEFINITION:

The Seasonal Harbor Assistant is answerable directly to the Harbormaster. This is a seasonal part-time position working less than 15 hours per week (approximately May through September).

EXAMPLES OF DUTIES: the Seasonal Harbor Assistant of the Haines Borough shall:

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. Assist with the operation of the Haines Borough Ice House and Fuel Dock facilities.
8. Work closely and cooperatively with all other departments of the Haines Borough.
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 and concise reports and other paperwork. Swim at an intermediate level. Be able to operate power and hand tools.

EMPLOYMENT STANDARDS:

1. Minimum of a high school diploma 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.
6. Have or obtain Transportation Worker Identification Credential within 90 days.