

HAINES BOROUGH  
POSITION DESCRIPTION  
**HARBORMASTER**

**DEFINITION:**

This full-time, salaried position is responsible for the security, maintenance, repair, space rental, and safe usage of boat harbors, and municipal docks. An employee in this position may, from time to time, be called upon to perform maintenance and/or repair duties. 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 Borough Manager. Exercises direct supervision over assigned staff.

**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 the Small Boat Harbor, Lutak Dock, Port Chilkoot Dock, and Letnikof Cove.
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. Establish responsibilities of repairs.
3. In cases of extreme emergency, take whatever action is necessary to protect life and property. This includes all harbor facilities and all vessels moored at the facilities. Implements emergency procedures, including search and rescue, fire response and spill containment.
4. Secure the safety of the boats in the harbor and notify owners of adverse conditions; perform safety checks as related to snow, wind, water, electricity, and moorage.
5. Manages risk reduction and risk management programs; reviews safety equipment and procedures, resolves issues, and interprets and enforces OSHA and Borough safety regulations.
6. Classify harbor facility users and assign mooring spaces, registration of boats, and rental/use agreements; researches and recommends rate revisions to assure that appropriate fees are charged for services provided.
7. 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.
8. Collect delinquent fees and transient moorage fees and deliver same to the Borough Finance Department in accordance with Title 16.
9. Manages the daily activities of the Port and Harbors Department staff, meets regularly with staff to evaluate performance, and resolve workload and technical issues; promotes a strong customer service ethic.
10. Assists in the development of plans and grant applications for Port and Harbor improvement projects
11. Post signs designating harbor speed limits, classification of harbor areas, numbers of exclusive mooring spaces, and other appropriate signs giving notice of rules and regulations of each harbor.
12. 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.
13. Be on call or available during off hours.
14. Meet all tour ships, barges, and cargo ships and ensure timely tie-up and departure arrangements. Inspect dock damage and document same.
15. Be responsible for the management and administration of local, state and federal regulations

relating to the security for the Haines port and harbor facilities, including Homeland Security and USCG MARSEC level planning and response.

16. Establish a working relationship with the U.S. Coast Guard and Coast Guard Auxiliary.
17. Prepare annual department budget and control expenditures within authorized limits.
18. Train assigned staff to handle essential department functions.
19. 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 regulations and maritime law; boats and marine vessels.
2. Must have the ability to communicate effectively, professionally, and courteously with the general public.
3. 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.
4. Must be able to prepare clear, concise reports and books.
5. Must be able to write and maintain port security plans.
6. Must be familiar with and have a working knowledge of Coast Guard, HazMat, and ADEC regulations.
7. Must have the ability to 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.
2. Minimum of two years of experience in law enforcement, harbor management, or a related field.
3. Must hold a valid Alaska Driver's license or have the ability to acquire one within 30 days of hire.
4. Must be in able to work in all weather conditions, and in regularly hazardous, unsafe, stressful and physical demanding conditions.
5. Must be able to swim at an intermediate level.
6. Must be able to traverse ramps, piers, floats, docks, and other structures found in coastal marine environment. The employee is required to step over rails and/or climb ladders to board watercraft of different sizes and configurations.
7. Must be able to pass a required background check.
8. Must be able to complete Port Security Training within 30 days of hire.
9. Must possess intermediate level computer skills.