



HAINES BOROUGH  
POSITION DESCRIPTION

**ASSISTANT HARBORMASTER**

**DEFINITION:**

The Assistant Harbormaster is answerable directly to the Harbormaster. He/she is responsible for assuming all the duties of the Harbormaster in the Harbormaster's absence. This is a year-round, full-time, permanent position.

**EXAMPLES OF DUTIES:** The Assistant Harbormaster of the Haines Borough shall:

1. Collect all harbor related fees and assign moorage as necessary.
2. Refuel vessels and provide ice to commercial fishermen.
3. Work and meet arriving barges, as needed.
4. Report any mechanical or structural failures of the facilities to the Harbormaster and assist in repair and maintenance.
5. Meet cruise ships, as needed, and perform security rounds.
6. Maintain an acceptable level of appearance as a representative of the Haines Borough.
7. 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.
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, concise reports and books, and swim at an intermediate level. 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.