

HAINES BOROUGH  
POSITION DESCRIPTION

**HARBOR ASSISTANT  
SEASONAL**

**DEFINITION:**

The Seasonal Harbor Assistant 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. Primarily work at the Fuel Dock, delivering diesel and gasoline to vessels.
2. Assist with the operation of the Haines Borough Ice House.
3. Collect transient moorage fees and ramp fees.
4. Report any mechanical or structural failures of the facilities to the Harbormaster and assist in repair and maintenance.
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 and holidays as needed.
7. Work closely and cooperatively with all other departments of the Haines Borough.
8. 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. Swim at an intermediate level. Operate power and hand tools as needed.

**EMPLOYMENT STANDARDS:**

1. Computer/paperwork experience and/or abilities.
2. Good physical health.
3. Alaska driver's license.
4. Have and display a friendly, positive attitude toward all boating public and tourists.