



HAINES BOROUGH
POSITION DESCRIPTION

ASSISTANT HARBORMASTER

DEFINITION:

The Assistant Harbormaster is answerable directly to the Harbormaster. The Assistant is responsible for assuming all duties of the Harbormaster in their 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 fisherman.
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. Perform daily dock walks, ensuring vessels are safe and secure. Notifying owners and taking corrective action when necessary.
8. Be on call or available during off hours. Work weekends/holidays as required and have flexibility with changes to work schedule.
9. Enforce title 16 of the Haines Borough Code.
10. Respond to emergency situations within port and harbor facilities.
11. Process oil waste and related material.
12. Remove snow from Port/Harbor facilities in harsh weather conditions.
13. 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 deliver briefings.
- Operate power tools, hand tools, and small equipment.
- Demonstrate the ability to take on small maintenance/construction projects with limited supervision.

Physical and Environmental Conditions:

Harbor staff work in all weather conditions and must safely operate in hazardous, stressful, and physically demanding environments.

Must be able to:

- Swim at an intermediate level.
- Traverse ramps, piers, floats, docks, and other structures found in a marine environment.
- Climb ladders and board vessels of different sizes and configurations.

The physical demands described within this job description are representative of the conditions associated with this position.

Reasonable accommodations may be made to enable individuals with limited disabilities to perform the essential functions.

EMPLOYMENT STANDARDS:

1. Minimum of a high school diploma or the equivalent.
2. Administrative/paperwork/computer experience and/or abilities.
3. Hands on, construction/labor abilities, must be able to lift up to 50 lbs
4. Alaska driver's license.
5. Have and display a friendly, positive attitude toward all customers and general public.
6. Have or obtain Transportation Worker Identification Credential within 90 days.