

City and Borough Sitka, Alaska

Class Specification

Class Title	Assistant Harbormaster
Class Code Number	7010
FLSA Designation	Non-Exempt
Pay Grade and Range	ASEA Bargaining Unit
Effective Date	September 2010

General Statement of Duties

Provides security and staff support duties to the operation of municipal Harbors; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure a clean, safe and working environment for Harbor operations within the City and Borough of Sitka. The work is performed under the direct supervision of the Harbormaster but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Harbor Department or related departments as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, (especially Police and Fire personnel), State and federal officials, business and community organizations and the public. The principal duties of this class are performed in municipal Harbors throughout the City and Borough of Sitka, including an environment and situations in which the employee may be subject to potential personal harm.

Examples of Essential Work (Illustrative Only)

- Serves as an on-site staff for harbor operations, patrolling harbor grounds and enforcing all relevant sections of the Sitka General Code Title 13 for Harbors and Rivers;
- Responds to requests for information from the public regarding Harbor activities and communicates all relevant rules, procedures and laws regarding Harbor operations to ensure that users understand compliance requirements;
- Provides security to all municipal Harbors within the City and Borough of Sitka, patrolling Harbor areas, issuing citations for violations of ordinances, maintaining a conspicuous presence for all Harbor inhabitants and notifying Sitka Police personnel of any serious law violation;
- Maintains a daily log of shift activities;
- Monitors all vessels within municipal Harbors to ensure that vessels are authorized, maintaining a computerized inventory, registering transient vessels and advise owners of billing and payment procedures;
- Registers vessels and collects fees;
- Assigns temporary moorage to transient vessels;

- Monitors all structures within Harbors and informs the Harbor Maintenance Supervisor and/or Harbormaster of any serious maintenance needs;
- Tows disabled vessels;
- Notifies Harbormaster of all emergencies within the Harbor system, including oil spills, boat fires, moorage or structure fires, sinking/sunken vessels, Tsunami alerts/conditions and any evidence of major crimes;
- Maintains clean, orderly and safe floats and docks, including the removal and disposal of all debris material;
- Notifies owners of major problems with their boats, monitoring compliance, documenting all non-compliance and billing the owner to resolve the problem as necessary;
- Notifies public radio stations of extreme weather conditions for public service announcements, and disseminates similar information internally within the harbor system;
- Clears snow and ice on all ramps as necessary;
- Maintains clean and stocks restrooms and related facilities and locks all structures as necessary;
- Enforces the City and Borough's dog leash ordinance;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Good knowledge of marine construction and maintenance operations;
- Good knowledge of all applicable laws affecting Harbor operations, including Title 13 of the Sitka General Code;
- Good knowledge of law enforcement principles and practices related to harbor operations;
- Skill in the operation of boats;
- Skill in towing procedures;
- Skill in swimming and in rescuing persons from water, including the standard procedures for retrieving individuals from arctic water conditions;
- Ability to perform, (or quickly learn) first aid procedures;
- Ability to add, subtract, multiply, divide and derive percentages;
- Ability to promote customer service within Harbor operations;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED; and
- Some law enforcement and/or Harbor experience; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a driver's license issued by the State of Alaska and ability to obtain TWIC credentials for harbor security;
- Ability to obtain emergency first aid and CPR certification within six months of employment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor operations within the Harbor system;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate vessels and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to inspect all areas of the Harbor system.

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