

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Harbor Maintenance Specialist</b>
<b>Class Code Number</b>	<b>7015</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade and Range</b>	<b>ASEA Bargaining Unit</b>
<b>Effective Date</b>	<b>September 2010</b>

### General Statement of Duties

Provides security, staff support and maintenance duties in 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 Harbor Maintenance Supervisor 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, 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)

- Performs dock repair, including replacing planks, repairing cracked cement, tightening cleats and hose bibs, repairing and/or replacing hinge plates;
- Adds flotation billets as necessary;
- Provides technical advice to harbor personnel regarding maintenance issues;
- Maintains all harbor equipment in working order, including de-watering pumps, fire, pumps, four wheelers, outboard motors, chainsaws, compressors, pressure washers, meters and any other related harbor tools;
- Performs preventive maintenance, troubleshooting and adoption of harbor equipment for staff use;
- Performs special duties as assigned by the Harbormaster;
- 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 Port and Harbors;
- 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;
- Picks up and delivers used oil per the Harbor Maintenance Supervisors instruction;
- Maintains a daily log of shift activities;
- 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 owner to resolve the problem as necessary;
- Clears snow and ice on all ramps as necessary;
- Maintains clean and stocks restrooms and related facilities and locks all structures as necessary;
- 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 meeting, conferences, workshops and training sessions and reviews publications and audio-visual material 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.

<b>Required Knowledge, Skills and Abilities</b>
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- Thorough knowledge of marine construction and maintenance operations;
- Thorough knowledge of all applicable laws affecting harbor operations, including Title 13 of the Sitka General Code;
- Thorough knowledge of all current practices and procedures related to harbor maintenance;
- 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 cold 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 remain on 24 hour call;
- 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;

**Acceptable Experience and Training**

- Graduation from high school or possession of a GED, preferably supplemented by additional training in maintenance trades; and
- Considerable harbor maintenance 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 a Class B Hazardous Endorsement within six months of employment;
- Ability to obtain HazMat certification;
- Ability to obtain emergency first aid and CPR certification within six months of employment.
- Ability to obtain TWIC credentials

**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 perform harbor maintenance;
- 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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