

City and Borough Sitka, Alaska

Class Specification

Class Title	Harbormaster
Class Code Number	7030
FLSA Designation	Exempt (Administrative)
Pay Grade and Range	34
Effective Date	07-01-2014

General Statement of Duties

Plans, organizes and directs all Harbor operations and activities within the City and Borough of Sitka; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to oversee and ensure a safe and orderly Harbor environment. The work is performed under the direct supervision of the Administrator but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of all employees within the Harbor Department. An employee in this class performs the duties of other employees in the Harbor Department as necessary. 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 (especially the United States Coast Guard and the Department of Homeland Security), the Port and Harbor Commission, 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)

- Plans, directs, supervises, evaluates and implements all operations within the Harbor system;
- Supervises, hires, trains, evaluates, motivates and coordinates the work of all harbor personnel, taking disciplinary actions as necessary;
- Ensures the enforcement of Title 13 of the Sitka General Code and the security of all harbor users and personnel;
- Develops policies, procedures, guidelines and staff operating duties to ensure safe, efficient and effective Harbor operations;
- Writes and implements a Facility Security Plan in accordance with federal regulations as required by the United States Coast Guard and the Department of Homeland Security;
- Works with the cruise ship industry in the annual scheduling of cruise ships using the Crescent Harbor and the O'Connell Bridge Tender Facilities along with the Sitka Port Facility;

- Provides for all documentation of security and enforcement actions taken in the daily implementation of the Facility Security Plan as required by the United States Coast Guard and the Department of Homeland Security;
- Oversees towing and rescuing procedures involving Harbor personnel;
- Performs planning for new Harbors, lightering facilities and port improvements;
- Serves as the business manager for the Harbor, overseeing all monetary matters, ensuring the due collection of all Harbor monies and developing policies for solvent Harbor operations;
- Develops, submits and administers the budget for the Harbor Department;
- Coordinates with State and Federal agencies for improved harbor conditions and/or operations;
- Provides information to the City and Borough Assembly for the updating of Title 13 as necessary;
- Meets monthly with the Port and Harbor Commission, reporting on all relevant activities and making policy recommendations;
- Performs electrolysis testing;
- Maintains an awareness of all weather conditions for the purpose of releasing subsequent warnings;
- Assigns temporary, permanent and transient moorage within the Harbor system;
- Conducts public auctions on impounded vessels and equipment;
- 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

- Comprehensive knowledge of the current procedures and practices involved in Harbor operations;
- Comprehensive knowledge of the marine and fishing industry;
- Comprehensive knowledge of marine construction and maintenance operations;
- Comprehensive knowledge of all applicable laws affecting Harbor operations, including Title 13 of the Sitka General Code;
- Comprehensive knowledge of all current practices and procedures related to Harbor maintenance;
- Comprehensive knowledge of law enforcement principles and practices related to Harbor operations;
- Comprehensive knowledge of radio communications;
- Comprehensive knowledge of budgetary procedures within a municipality;
- 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 first aid procedures;
- Ability to supervise, manage and evaluate the work of others;
- Ability to perform short and long range planning regarding 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;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree or equivalent in Engineering, Transportation, Business Administration, Public Administration, Marine Science or a related field; and
- Extensive experience in Harbor operations with a considerable supervisory and administrative role; 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 valid Alaska driver's license;
- Emergency first aid and CPR certification;

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 observe Harbor operations;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various areas in the Harbor system.

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