



**REVISED**  
**POSITION VACANCY NOTICE**  
**CITY OF KETCHIKAN**

**SPECIFICS**

February 5, 2019

**TITLE: TEMPORARY ASSISTANT HARBORMASTER**

<b>DEPARTMENT:</b>	Port & Harbors	<b>DIVISION:</b>	Harbors
<b>STATUS:</b>	Temporary Full-time	<b>HOURS/DAYS:</b>	Days of work vary (4/days on 2/days off) 2:00 pm – 10:00 pm
<b>GRADE / STEP:</b>	850 / A	<b>DUTIES:</b>	See attached job description
<b>HOURLY:</b>	\$23.06	<b>UNION STATUS:</b>	NO

**SPECIAL REQUIREMENTS:**

One year of experience working in port and harbors or a related marine industry; must possess a valid driver's license; position will not exceed six-months.

**ADVERTISING REQUIREMENTS**

**Position closes: March 1, 2019 @ 5:00 PM**

APPLICATIONS MUST BE RECEIVED BY CLOSING DATE

**WHERE:** Local Only  Statewide  Pacific NW  National

**PUBLICATIONS:** Ketchikan Daily News; Job Service; City Website

**APPLICANT PROCESSING INSTRUCTIONS**

**FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:**  
HUMAN RESOURCES AT (907) 228-5631 OR ON-LINE AT <http://www.ktn-ak.us/jobs>

# CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

CITY OF KETCHIKAN

## ASSISTANT HARBORMASTER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, patrols and maintains City of Ketchikan port dock and city/state boat harbor floats, grids, and ramps; regulates mooring and docking activities; and provides information and assistance on Department functions and services to the maritime industry and the boating public.

The goal of the City of Ketchikan government is to provide quality municipal services to the boating public as efficiently and effectively as possible within guidelines established by federal and state law, Charter of the City of Ketchikan, Ketchikan Municipal Code and the citizens of Ketchikan as represented by the City Council. In the operation of the community's marine facilities, the Assistant Harbormaster is responsible for the enforcement of title 13 and 14 of the Ketchikan Municipal Code and efficient delivery of port and harbor services as outlined in those files. The Assistant Harbormaster is required to respond to emergency situations that may be of a complicated and hazardous nature both during and after work hours, be on call, lead, coordinate and at times supervise the repair and maintenance of the port, harbor and Department structures and equipment.

The Assistant Harbormaster is required to provide assistance and information to vessels of the maritime industry and commercial and pleasure boat operations on all aspects of the port and harbor activities (such as space availability), rules and regulations. Frequently, the Assistant Harbormaster is the first contact with a vessel operator upon arrival in the community. These duties must be performed in a manner that reflects positively on the City and the Department.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Patrols the city owned port docks and floats, and five state owned boat harbors and city waterfront extending 1,000 feet offshore to the intersection of the northerly and southerly corporate limits.
2. Supervises use of the port and harbors for efficient utilization of the docks and harbor floats in accordance with Title 13 and 14 of the Ketchikan Municipal Code; issues notices of violation for non-compliance.
3. Inventories boats and stalls at the harbors; ensures boats are in the correct places; maintains transient electric log for billing.
4. Responds to emergency, complicated, and hazardous situations at the port and/or in the boat harbors.

5. Performs maintenance tasks for Port and Harbors Department structures and equipment, including but not limited to, plumbing, carpentry and at times general clean up.
6. Provides assistance and information to the maritime industry and commercial and pleasure boat operators on all aspects of port and harbors activities, rules and regulations.
7. Opens and closes public facilities; stocks supplies as necessary.
8. Operates a variety of maintenance equipment and hand and power tools in a safe and efficient manner; maintains tools and assigned equipment; performs preventive maintenance on equipment.
9. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
10. Performs special projects as assigned.
11. Utilizes proper safety precautions related to all work performed.
12. Maintains records of equipment and maintenance.
13. Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Operations, services, and activities of a port and harbors program.

Methods and techniques of public relations.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Operational characteristics of tools and equipment used in port and harbors maintenance activities.

Proper procedures used in the maintenance and repair of hand and power tools.

Principles and practices of record keeping.

Occupational hazards and standard safety practices.

33 CFR 105 and Ketchikan Passenger Terminal Security Plan.

Pertinent federal, state, and local codes, laws, and regulations including City ordinances.

### **Ability to:**

Patrol and maintain City port and harbors.

Provide good customer service to the public.

Interpret and apply applicable federal, state, and local laws, codes, and regulations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Operate power equipment and hand tools involved in port and harbors maintenance and repair.

Operate small boats.

Maintain records including time and material use records.

Ensure adherence to safe work practices and procedures.

Respond to requests and inquiries from the general public

Work independently in the absence of supervision.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE GUIDELINES** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

One year of experience working in port and harbors or a related marine industry.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights. Incumbents may be required to respond to emergency and public calls after hours including evenings and weekends. Regular opportunity and requirements to interact with members of the maritime industry, commercial and pleasure boat operators, other municipal employees, harbor masters statewide, federal, state and local law enforcement agencies, U.S. Coast Guard, other state and local government agencies, representatives of private marine organizations, other individuals and groups doing business with the municipality.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Grade: 8-50  
Job Position Code: 31610  
Union: No  
FLSA: Non-Exempt  
Date Approved: January 2006  
Date Amended: January 26, 2006  
Date Amended: June, 2007 (*Johnson & Associates*)

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Human Resources Manager Approval

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City Manager Approval

