

## JOB ANNOUNCEMENT

The Human Resources Department is accepting applications for the position of  
A REGULAR, FULL-TIME **HARBOR MAINTENANCE/SECURITY OFFICER**

**PAY: \$18.44 – 22.30** per hour DOE, **plus benefits**

OPENING DATE OF PUBLIC APPLICATION: **January 15, 2019**

FIRST REVIEW OF APPLICANTS: **JANUARY 28, 2019**

**THE CITY OF CORDOVA IS AN EQUAL OPPORTUNITY EMPLOYER**

Applications & additional information available at City Hall  
Or contact Cindy Appleton [humanresources@cityofcordova.net](mailto:humanresources@cityofcordova.net)

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<b><u>POSITION TITLE:</u></b>	<b><u>Harbor Maintenance/Security Officer</u></b> Serves a 6-month probationary period
<b><u>DEPARTMENT:</u></b>	<b><u>Harbor</u></b>
<b><u>SUPERVISOR:</u></b>	<b><u>Harbor Operations &amp; Maintenance Supervisor</u></b>
<b><u>POSITION SUMMARY:</u></b>	Maintains and provides security for the harbor and dock facilities.

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### **ESSENTIAL FUNCTIONS:**

1. Assigns and regulates boat and aircraft moorage.
2. Collects moorage and other harbor fees.
3. Maintains daily log of moorage activity.
4. Maintains and repairs docks, floats, and ramps.
5. Maintains fire safety equipment.
6. Secures lines, pumps out, floats or tows vessels.
7. Performs repairs to harbor and port equipment.
8. Removes snow from harbor ramps, docks and floats.
9. Enforces local, state, and federal regulations for port and harbor.
10. Patrols harbor and port facilities on a scheduled basis.
11. Obey all safety rules

### **OTHER RESPONSIBILITIES:**

1. Performs other related duties as assigned.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. Valid Alaska Class C Commercial Driver's license with tankers and hazardous materials endorsements.
2. Ability to understand and follow directions as given.
3. Ability to work with minimal supervision.
4. Strong verbal and interpersonal skills.
5. Ability to lift minimum of 50 lbs. and push minimum of 75 lbs.
6. Ability to work shift and irregular hours.
7. Ability to respond to emergency situations on short notice.
8. Ability to work outside in various weather conditions.

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The above job description is intended to describe the duties of an employee in general terms and does not necessarily describe all of the position duties. 10/01