

City of Sand Point Job Description

General Position Summary or Responsibilities

Under the direction of the Mayor, the Harbormaster is responsible for the overall operation and maintenance of the small-boat harbor, approaches, gangways, floats, docks, launching ramp, adjacent facilities, harbor staff and harbor budget. This is a management level position (exempt) with substantial responsibility for the exercise of independent judgment in appointing, training, promoting, transferring and discharging harbor staff as well as knowledge of and experience with the basic construction, repair and maintenance requirements associated with the harbor facilities.

Essential Duties and Responsibilities

1. Responsible for administrative duties including assisting in the preparation of applicable budgets, periodic reports and the operation of harbor facilities.
2. Provides information to the City Council as requested including attendance at City Council meetings.
3. Suggests new regulations, operational manuals, productivity and performance standards and general operational procedures for harbor facilities.
4. Monitors revenues and expenses and authorizes the purchase of supplies and equipment within established guidelines.
5. Inspects work in progress, and on completion, for compliance with specifications, workmanship and safe work practices.
6. Prepares daily work schedule. Schedules and enforces use of harbor facilities including boat haul out and setting and assistance required for freight boat unloading. Monitors boat use of all harbor facilities and insures compliance of harbor rules and regulations by those using the facility.
7. Assist the Alaska Marine Highway System (AMHS) in providing necessary services as requested or required.
8. Responsible for informing the public and receiving and acting upon complaints concerning use and operations of harbor facilities.
9. Enforces ordinances concerning vendor leasing, rates, and operations with the harbor.
10. Schedules facility security patrols and inspection of harbor facilities for safety, maintenance and proper use. Observes and enforces safety rules established for the harbor.
11. Maintains liaison with Coast Guard, State Troopers, local Police and Fire departments to assist with search and rescue mission, and oil-spill and other pertinent hazardous - materials response functions.
12. Maintains data on harbor facilities such as daily logs, freight manifests, etc.
13. May be required to work weekends and holidays to accommodate shipping schedules or assist during emergencies.

14. Performs other related work as required.

Knowledge, Skills and Qualifications

1. High school diploma or GED equivalent. 3-5 years experience as an employee with the Harbor Department or in another recognized harbor, or 10+ years' experience in the commercial fishing industry
2. Knowledge of federal, state and local laws, ordinances and regulations regarding the operation, mooring, docking and storing of boats and equipment in the harbor.
3. Working knowledge of standard maintenance practices for wooden structures, electrical systems and water and sewer systems.
4. Knowledge of marine haul out operations and capacities of equipment and storage of boats.
5. Knowledge of office functions, computer familiarity and general clerical duties.
6. Exercises independent judgment in the interpretation of federal, state and local laws, ordinances and regulations pertaining to harbor use and facilities.
7. Must be self-motivated and have a strong sense of teamwork.
8. Requires the ability to lift heavy objects up to 75 pounds. Must be physically fit and possess good eye-hand coordination.

Application Process

Application (required) may be obtained through City of Sand Point, 249 Main Street, Sand Point, AK 99661, (907) 383-2696 or from the City website at www.sandpointak.com. Completed applications should be submitted to Shannon Sommer, City Clerk: sptcity@arctic.net

Position is open until filled.