



Job Description

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| Job Title | Harbor Assistant | Department | Port |
| Reports to | Port Director | Salary Level | VI |
| Classification | Non-Exempt | Revision Date | 05.01.2014 |

I. General Description

This position is responsible for assisting in operation of boat harbor and area launch site, including Wood River boat launch and Kanakanak Beach facilities.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Collect and distribute fees, receipts and harbor stickers and maintain records of all water craft using boat harbor, Wood River, or Kanakanak beach facilities.
2. Daily monitoring of harbor docks and equipment.
3. Check for harbor stickers on all boat trailers at Kanakanak, Wood River and small boat harbor.
4. Monitor conditions of all launch and docking facilities and surrounding to ensure safety.
5. Work with police, emergency medical, and fire to ensure safety.
6. Maintain and clean floating dock surfaces on a regular basis during season.
7. Monitor condition of bathhouse facility daily when in season, empty coin operated showers and record money.
8. Monitor marine and vehicle traffic within the boat harbor.
9. Collect and dispose waste oil and hazardous materials from containers as needed.
10. Maintain grounds including regular trash pick up.

IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. City and State laws, ordinances and resolutions governing the operation of harbors.
2. State and Federal maritime laws and regulations regarding the operation of marine vessels.
3. Operation and maintenance of four wheelers, sump pumps, wenches, and power tools preferred.



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Skills & Abilities:

This position must demonstrate the following skills and abilities:

1. Proven skill in operating small, powered watercraft.
2. Ability to operate a personal computer and use word processing and spreadsheet software.
3. Interact with the public in a courteous, helpful and professional manner.
4. Work with co-workers, outside agencies, and vendors in a professional manner.

V. Work Environment and Physical Effort

This position is a physically strenuous and demanding job, requiring lifting, pulling and managing heavy equipment and objects. The employee works in all weather, and must be prepared for both extreme heat and cold. The employee must ensure that all activities are completed in a safe and efficient way.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

VI. Education and/or Experience

Education:

1. High school diploma or General Equivalency Degree (GED) preferred.

Experience:

1. Valid Alaska driver's license.
2. Experience in a similar position is valuable.
3. U.S. Coast Guard licenses or certification desired.
4. Certifications in Emergency Medical Attention desired.

VII. Certification and Training

1. National Incident Management System (NIMS) compliance training and certification.

VIII. Supervisory Responsibility

None

IX. Scope of Employment

Temporary, full time, seasonal.



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X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee:

Supervisor: _____ Date: _____

This job description approved by:

| | Initials | Date |
|------------------|----------|-------|
| Department Head: | _____ | _____ |
| City Manager: | _____ | _____ |