

POSITION VACANCY

The Human Resources Department is accepting applications for REGULAR, FULL-TIME:
HARBOR OPERATIONS AND MAINTENANCE SUPERVISOR

SUPERVISOR: HARBORMASTER
CLASSIFICATION: HOURLY, IBEW BARGAINING UNIT
SALARY: \$23.46 - \$32.11 PER HOUR, DOE
HOURS: MON-FRI OFFICE HOURS, 0800-1700, CAN VARY TO INCLUDE EVENINGS/WEEKENDS
BENEFITS: ALASKA PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS), GROUP HEALTH INSURANCE, LIFE INSURANCE, OPTIONAL 457 DEFERRED COMPENSATION, EMPLOYEE-PRICED RECREATION FACILITY ACCESS, ANNUAL AND SICK LEAVE ACCRUAL, PAID HOLIDAYS

POSITION SUMMARY: Ensures a clean, functional and safe working environment for Harbor and Port operations by overseeing moorage, facility maintenance, security while overseeing the work of two year-round harbor maintenance personnel.

QUALIFICATIONS: Graduation from high school or possession of a GED. One (1) year supervisory experience. One (1) year facility maintenance experience, preferably harbor maintenance. Valid State of Alaska driver's license and the ability to obtain a Class B Commercial Driver's License within six (6) months of hire. Ability to obtain Transportation Worker Identification Credential (TWIC). Preference given to candidates with experience in harbor/port operations, small engine repair and maintenance and/or HazMat or First Aid certification.

DUTIES:

- Maintains harbor and port facilities and equipment; provides general maintenance and repairs.
- Oversees activities on and operation of the public dock and floats.
- Regulates transient and reserved moorage; assigns moorage and collects fees.
- Provides customer service and assistance.
- Supervise and train harbor maintenance personnel.
- Oversee volunteer-led programs and manage volunteer staff.
- Performs public safety patrols of harbor areas; reports emergency situations/illegal activity as appropriate.
- Tests, collects, transports, and offloads used oil in accordance with federal and state guidelines.
- Maintains department inventory and OSHA-required SDS for supplies and equipment.
- Oversees operations at Cordova Shipyard Facility.
- Schedules vessel haul-outs and operates marine Travelift.
- Operates harbor skiff and all other harbor and port equipment.
- Responds to emergencies as needed, to include vessel pumping or towing, snow removal, fire, oil spill, etc.

LEGAL REQUIREMENTS:

As a condition of employment, applicant is subject to a background check (criminal history, verification of education/employment history.) Required licenses/certifications must remain valid for the duration of employment.

Applications and full Job Description, which includes necessary knowledge, skills, abilities and working conditions, available at City Hall, 424-6200. Interested individuals should submit a City of Cordova application and a resume to Helen Howarth. Applications accepted until position filled.