



CITY OF KODIAK
invites applications for the position of:

Harbor Officer

SALARY:	\$22.00 Hourly \$1,760.00 Biweekly
DEPARTMENT:	Harbor Department
OPENING DATE:	04/08/22
CLOSING DATE:	Continuous
DESCRIPTION:	

The City of Kodiak is recruiting for a full-time **Harbor Officer**, in the Harbor Department. The Department is looking for an experienced team player that has a desire to be a part of a progressive Harbor Department working hard to serve the needs of our community.

Under supervision, this position is responsible for overseeing the security, maintenance, and safe usage of all City port, harbor, and shipyard facilities. Specific responsibilities include, but are not limited to: patrolling all areas of the facilities by foot, vehicle and vessel; conducting vessel counts; conducting routine maintenance activities; set up and patrol restricted areas for federally protected vessels; securing vessels at docks; operating a variety of light equipment and vehicles; enforcing harbor policies through verbal warnings and/or tickets; and operating harbor vessels to provide emergency response for disabled vessels, fires and lost persons.

EXAMPLES OF ESSENTIAL DUTIES:

- Secures the City facilities by performing foot patrols, vehicle patrols, and vessel patrols, which includes: conducting vessel counts; securing vessel lines; enforcing harbor policies through verbal warnings and/or tickets; providing emergency response for disabled vessels, fires, flooding, and lost persons; and performing related duties.
- Performs routine maintenance in the facilities, which may include picking up garbage, providing jump starts, operating light equipment and vehicles to transport materials, and performing related duties.
- Set up and maintain security zones in accordance with Federal Maritime Security and local facility security plans.
- Maintain accurate daily activity logs and vessel inventory.
- Prepares written reports and maintains records of crimes, injuries, incidents, and harbor accidents.
- Provides assistance to citizens, which may include: providing directions; escorting individuals; communicating harbor policies; providing general information in person, over the phone and by radio; providing first aid and CPR in emergency situations; and performing related duties.
- Recognize potential hazardous situations and contact appropriate persons as needed.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Must have obtained a high school diploma or General Educational Development (GED). One year of general work experience; or, an equivalent combination of education and/or experience sufficient to successfully perform the essential duties of the position. Prior experience in vessel operations and VHF radio communications is desired.

Transportation Worker Identification Credential (TWIC) cardholder or ability to obtain within 30 days of hire. Valid Alaska driver's license or ability to obtain within 30 days of hire.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions. Primary functions require sufficient physical ability and mobility to work in a field environment; to walk and stand for prolonged periods of time; ability to operate a vehicle to travel to various locations; ability to pilot a vessel; to frequently make repetitive hand movements in the performance of daily duties; and to verbally communicate to exchange information.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to push, pull, lift or move objects.

WORKING CONDITIONS:

Some work is performed in an office environment, with the majority of work performed outdoors and in a marine environment with varying weather conditions. Outdoor work often performed in inclement weather under physically demanding situations. Exposure to dust, grease, fumes, odors, gases, vibrations, mechanical and electrical hazards; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. The noise level in the work environment is usually moderate; however, the noise level is occasionally louder due to the operations of vessels and equipment. Routine contact with the general public.

Non-traditional work hours required with shift and day off assignments on rotating work schedule, including evenings, weekends, and holidays.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.city.kodiak.ak.us/hr>

Position #21-00059
HARBOR OFFICER
NS

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