



MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE
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JOB ANNOUNCEMENT

Assistant Harbormaster

The Municipality of Skagway is accepting applications for the position of Assistant Harbormaster. This is a seasonal position working 40 hours per week with some overtime possible. The term of employment may begin as early as April 6th, 2022 and will not extend beyond November 15th, 2022.

WAGE RANGE: Grade 13, Step One-Entry level wage - \$24.12 per hour. This position is not eligible for benefits.

DUTIES: This position will work under the direction of the Harbormaster and perform a variety of tasks related to the operation and maintenance of the small boat harbor facilities. Principle duties include but are not limited to the following:

- Interaction with the public, both private and commercial harbor users
- Direct waterborne traffic as conditions may require and monitor passenger traffic on floats and ramps
- Responsible for accepting payments for moorage and harbor service payments, balancing cash drawer, daily deposits and accurate record keeping
- Perform maintenance tasks for Port and Harbors Department structures and equipment, including but not limited to, plumbing, carpentry and general clean up
- Operate and maintain a variety of maintenance equipment and hand and power tools in a safe and efficient manner
- Operate heavy equipment such as loader, hydraulic haul-out trailer, or harbor vessel to move boats as needed
- Assist in all marine emergencies including maritime accidents, search and rescue, boat recovery for vessels lost or adrift, and oil spill response
- Supervision of all seasonal staff that perform security and facility maintenance of the docks and harbors

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Hold Valid Alaska Motor Vehicle Driver's License
- Obtain a TWIC card within 1 month of employment – Background check required
- Intermediate skill level using various office technologies, radio, telephone, and computers including word processing, spreadsheets, databases, and internet software
- Outstanding customer service skills to communicate boat harbor services, moorage practices and boat safety effectively and professionally with the public and other staff members verbally and in writing
- Solve problems creatively and work independently with minimal supervision
- Work cooperatively with city departments as well as other State, Federal and outside agencies
- Act as Alternate Facility Security Officer for the Municipal Facility Security Plan
- Working knowledge of marine facilities and equipment, use and maintenance to troubleshoot equipment failures and take proper action in the repair and maintenance using reference materials, and manuals
- Experience operating vessels. USCG operator's license or documented experience preferred
- Physical ability to lift heavy loads and perform maintenance in all weather conditions

Applicants must submit a completed Municipality of Skagway application form to the borough office at 700 Spring St. or the address above, this position is open until filled.

Contact the borough office at the address or phone number above or by email at a.lawson@skagway.org for an application or further information. The application can also be downloaded from the website at www.skagway.org.

The Municipality of Skagway is an equal opportunity employer.