



## WHITTIER SMALL BOAT HARBOR

P.O. Box 639 Whittier, Alaska 99693

907-472-2327, option 6, or #-110

Fax 907-472-2472

E-Mail: [harbormaster@whittieralaska.gov](mailto:harbormaster@whittieralaska.gov)

### CITY OF WHITTIER, ALASKA, HARBOR DEPARTMENT SEASONAL HARBOR TECHNICIANS

The City of Whittier, Alaska is seeking highly capable individuals for the position of seasonal harbor technician for the period: about May 13 through September 2, 2013. These positions will be under the supervision of the Harbormaster. The positions are open until filled.

**GENERAL DESCRIPTION:** Under supervision, the employee would be responsible for maintenance, repair and safe usage of all the harbor facilities. Provide Harbor patrols and public assistance to maintain clear fire lanes, resolve vessel problems and encourage voluntary compliance with harbor regulations for security and safety.

**EXAMPLES OF WORK:** Perform routine maintenance on all harbor facilities such as Harbormaster Building, Generator sheds, docks, floats, electrical systems, grid. Assist with (EVOS) oil disposal. Assist with vessels in distress by providing pump-outs, tows, line replacement and/or use of fire extinguisher. Keep harbor bathrooms and other public areas clean. Work cooperatively with other city employees and professionally greet and assist the public. Assist with parking and launch traffic in the harbor area and collect launch fees. Janitorial - cleaning restrooms, picking - up garbage and other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** Boat-handling skills preferred, thorough knowledge of boat moorage procedures, the ability to recognize potentially hazardous situations, and when to contact appropriate persons as needed. Requires skills needed to conduct routine maintenance, repair, cleaning and construction.

**EDUCATION AND EXPERIENCE:** High school diploma or GED equivalent required. Some marina related experience is preferred.

**LICENSES AND SPECIAL REQUIREMENTS:** Must be 21 years of age and must possess a valid Alaska driver's license or have the ability to obtain one within 30 days of hire, prior to operating a city vehicle. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work and will be subject to a background check. Must present work authorization identification within three days of hire (INS requirement). Direct deposit of payroll is mandatory within 30 days of employment.

**SALARY:** \$13.89/hour DOE. This is a temporary seasonal position. To apply, submit a City of Whittier application and an authorization to release information form to the City of Whittier office by one of the following methods: in person, mail to P. O. Box 608, Whittier, AK 99693, or fax to 907-472-2404. Application materials are available at the City Hall or on the City of Whittier website: [www.whittieralaska.gov](http://www.whittieralaska.gov)

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PUBLIC POSTING: May 8, 2013



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### CITY OF WHITTIER, ALASKA, HARBOR DEPARTMENT SEASONAL LEAD PARKING ATTENDANT

The City of Whittier, Alaska is seeking a highly capable individual for the position of Seasonal Lead Parking Attendant for the period: May through about September 15, 2012. This position will be under the supervision of the Harbor Office Manager. This position is open until filled.

**EXAMPLES OF WORK:** Monitoring and enforcement of launch ramp and parking permits in the harbor and triangle areas. Responsible for checking launch and parking Permits in a firm but non-confrontational manner. Facilitate efficient loading and unloading on the launch ramps. Use of two way communications devices for contact with the Harbor, Public Safety, etc. Coordinate the work assignments for the other parking attendants. Perform janitorial duties such as opening, monitoring and cleaning public restrooms and providing litter control.

**KNOWLEDGE, SKILLS AND ABILITIES:** Requires some knowledge of boat moorage procedures and the ability to recognize potentially hazardous situations with subsequent contact to the appropriate person, as needed. Work cooperatively with other employees, other departments and the public. Must meet, greet and assist the public in a professional manner.

**EDUCATION AND EXPERIENCE:** High school diploma or GED required. Experience working with the public helpful. Problem solving skills are necessary and ability to handle confrontational situations calmly and diplomatically.

**LICENSES AND SPECIAL REQUIREMENTS:** Must be at least 18 years of age. Must have a valid Alaska driver's license or the ability to obtain one prior to operating a city vehicle. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work. Subject to criminal history background check. Must present work authorization identification within three days of hire (INS requirement).

**SALARY:** \$13.23/hour. To apply, submit a City of Whittier application, authorization to release information form, a cover letter, and three references to the Harbormaster at the Harbor Office by one of the following methods: in person, mail to P.O. Box 639, Whittier, AK 99693, e-mail to [harbormaster@whittieralaska.gov](mailto:harbormaster@whittieralaska.gov), or fax to 907.472.2472. Applications are available at City Hall, or by internet at [www.wittieralaska.gov](http://www.wittieralaska.gov).

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PUBLIC POSTING: May 8, 2013



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### CITY OF WHITTIER, ALASKA, HARBOR DEPARTMENT SEASONAL PARKING ATTENDANTS

The City of Whittier, Alaska is seeking highly capable individuals for the position of Seasonal Parking Attendant for the period: about May through September 02, 2013. These positions will be under the supervision of the Harbor Office Manager. The positions are open until filled.

**EXAMPLES OF WORK:** Monitoring and enforcement of launch ramp and parking permits in the harbor and triangle areas. Responsible for checking launch and parking Permits in a firm but non-confrontational manner. Facilitate efficient loading and unloading on the launch ramps. Use of two way communications devices for contact with the Harbor, Public Safety, etc. Perform janitorial duties such as opening, monitoring and cleaning public restrooms and providing litter control.

**KNOWLEDGE, SKILLS AND ABILITIES:** Requires some knowledge of boat moorage procedures and the ability to recognize potentially hazardous situations with subsequent contact to the appropriate person, as needed. Work cooperatively with other employees, other departments and the public. Must meet, greet and assist the public in a professional manner.

**EDUCATION AND EXPERIENCE:** High school diploma or GED required. Experience working with the public helpful. Problem solving skills are necessary and ability to handle confrontational situations calmly and diplomatically.

**LICENSES AND SPECIAL REQUIREMENTS:** Must be at least 18 years of age. Must have a valid Alaska driver's license or the ability to obtain one prior to operating a city vehicle. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work. Subject to criminal history background check. Must present work authorization identification within three days of hire (INS requirement).

**SALARY:** \$12.00/hour. To apply, submit a City of Whittier application, authorization to release information form, a cover letter, and three references to the Harbormaster at the Harbor Office by one of the following methods: in person, mail to P.O. Box 639, Whittier, AK 99693, e-mail to [harbormaster@whittieralaska.gov](mailto:harbormaster@whittieralaska.gov), or fax to 907.472.2472. Applications are available at City Hall, or by internet at [www.wittieralaska.gov](http://www.wittieralaska.gov).

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PUBLIC POSTING: May 08, 2013



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### CITY OF WHITTIER, ALASKA, HARBOR DEPARTMENT SEASONAL HARBOR ASSISTANT I

The City of Whittier, Alaska, Harbor Department is seeking highly capable individuals for one 40 hour/week and one 20 hour/week seasonal positions of Harbor Assistant I. These positions are under the supervision of the Harbor Office Manager. These positions are open until filled.

**EXAMPLES OF WORK:** Assisting with maintaining all accounts receivable; the preparation of billing, deposits and other financial reports. Prepares purchase orders for payment, and maintains purchase order log. Receptionist duties: greeting the public and answering questions regarding harbor services, and policies regarding customer's accounts. Cashier: accurately calculating fees and issuing receipts. Secretarial duties: typing, filing, and preparation of correspondence and requests for information. Maintain all necessary registration data, such as transient, annual dry storage, hoist and boatlift moorage agreements. And monitors and uses the VHF radio.

**KNOWLEDGE, SKILLS AND ABILITIES:** Must have a basic understanding of computers and office equipment and appropriate experience with basic office systems including but not limited to data processing, filing, telephone reception, bookkeeping, letter composition, cash receipts, mail receipt, and misc. research. Must have appropriate verbal communication skills and have the ability and aptitude to perform a variety of routine and complex clerical and administrative tasks and provide administrative support to the harbormaster and harbor office administrative assistants. Work cooperatively with other employees, other departments and the public. Must meet, greet and assist the public in a professional manner.

**EDUCATION AND EXPERIENCE:** High school diploma or GED required. Experience working with the public helpful. Problem solving skills are necessary and ability to handle confrontational situations calmly and diplomatically.

**LICENSES AND SPECIAL REQUIREMENTS:** Must be at least 18 years of age. Must have a valid Alaska driver's license or the ability to obtain one prior to operating a city vehicle. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work. Subject to criminal history background check. Must present work authorization identification within three days of hire (INS requirement).

**SALARY:** \$13.23/hour. To apply, submit a City of Whittier application, authorization to release information form, a cover letter, and three references to the Harbormaster at the Harbor Office by one of the following methods: in person, mail to P.O. Box 639, Whittier, AK 99693, e-mail to [harbormaster@whittieralaska.gov](mailto:harbormaster@whittieralaska.gov), or fax to 907.472.2472. Applications are available at City Hall, or by internet at [www.wittieralaska.gov](http://www.wittieralaska.gov).

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