



City of Whittier

Gateway to the Western Prince William Sound
P.O. Box 608, Whittier, Alaska 99693
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JOB DESCRIPTION - HARBOR OFFICER III

Posting Date 7/23/2022

Closing Date: Open until filled

Position Title: Harbor Officer III
Department: Harbor
Supervisor: Harbormaster
Classification: Exempt, Salaried and Confidential Position
Pay Range: \$26.14 – \$38.71
Starting Pay Range: \$26.14 - \$30.25 – DOE

POSITION SUMMARY: Under general supervision of the Harbormaster, the Harbor Officer III is responsible for the supervision and direction of the harbor, docks, launch ramps, adjacent facilities, and harbor staff. This position is responsible for the administration and operational responsibilities associated with the supervision of all full time and seasonal staff that performs enforcement of the docks and harbors ordinances. Makes recommendations to Harbormaster on workflow process improvement. Acts as department safety and training representative. High frequency of contact with the public and government officials.

This is a supervisory position with substantial responsibilities for appointing, promoting, transferring, evaluation, discipline, discharge, and adjudicating grievances of the first level subordinates. Works closely with the Harbormaster and fills in as Harbormaster in their absence.

ESSENTIAL FUNCTIONS: Essential and other important responsibilities may include, but are not limited to, the following:

Personnel Management: Hires, schedules, assigns, and monitors work assigned to employees, manages training plans and evaluates subordinate employees regarding their work performance. Responsible for corrective and disciplinary action when required. Manage office that is open 7-days a week and ensure proper staffing. Make recommendations to Harbormaster in hiring, appointing, promoting, transferring, discharging, and adjudicating grievances. Ensures employees are familiar with City of Whittier personnel rules, Harbor policies and procedures and applicable labor agreements. Assists with departmental leadership vision and goals. Reviews/approves timesheets and service call forms for accuracy and timely completion of paperwork. Investigates workplace incidents in assigned work sections and ensures all necessary paperwork is completed and submitted to appropriate offices. Knowledgeable in OSHA safety standards and responds/repairs violations.

Facility Security: Serves as a Municipal Peace Officer in the issuance, courtroom testimony and enforcement of citations, impounding of boats and vehicles and includes animal control issues. Coordinates with City of Whittier emergency response personnel as needed. Maintains liaison with the USCG, AST, WPD, WFD and AKDEC to assist with a myriad of responses.

JOB DESCRIPTION - HARBOR OFFICER III (Continued)

Administration: Act as Department Training Representative, establish and maintain all training plans and maintain record of training conducted. Provides training as required over all dimensions of the departmental duties. Prepare periodic detailed reports regarding the operations of the harbors, docks, launch ramps and adjacent facilities. Establish long range personnel work schedules. Make recommendations regarding regulations, fee structure, and workflow/process improvements. Review P-card use and reporting to purchasing department. Ensure proper coding of departmental purchase for proper budget planning. Investigate; take for action regarding complaints made by the public concerning use and operations of areas of responsibility. Prepare/attend public meetings to help improve workflow and harbor operation processes.

Facility Use Management: Train staff in proper daily vessel inventory practices to include future use of handheld computer devices. Take action to ensure compliance with violations of Title 12. Collect evidence with non-compliance of Title 12. Maintain fleet vehicles/vessels to ensure safe/proper operation and maintenance schedules are strictly complied with.

Facility Maintenance: Establishes tracks and coordinates department wide maintenance schedules. Develop material and equipment lists to include plans necessary to direct/affect repairs. Direct and perform as needed snow removal operations. Must be familiar with the operation of hand tools, forklifts, snow removal equipment and various types of vehicles in the performance of their duties. Other duties as assigned.

ESSENTIAL EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. High School graduate or G.E.D. required.
2. ISC 100/200/700/800 and ICS 300 within one year of hire
3. 10-Hour OSHA Certified – within 3 months of passing probation
4. 24hr HAZWOPER within one year of hire
5. CPR, Basic First Aid and AED certification
6. Basic electrical and/or mechanical experience preferred.
7. 2 years' experience performing general facility maintenance
8. Demonstrate skill in small boat operations
9. Ability to understand and follow written/oral policies, procedures, and instructions.
10. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
11. Ability to complete assigned tasks with minimal supervision.
12. Ability and willingness to quickly learn and use new skills and knowledge.
13. Demonstrated integrity, ingenuity, and inventiveness in the performance of assigned tasks.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

1. Position works primarily outdoors in all weather conditions.
2. Occasionally works near moving mechanical parts.
3. Frequent walking and standing, sitting, climbing, stooping, kneeling, or crawling.
4. Must be able to frequently move or lift up to 50 pounds and occasionally lift or move more than 100 pounds.

The above job description is to be used as a guide for accomplishing organizational and department objectives, and only covers the primary functions and responsibilities of the position. It is in no way to be construed as an all-encompassing list of duties.