



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 I

Posting Date 7/11/2022

Closing Date: Open until filled

Position Title: Harbor Officer I
Department: Harbor
Supervisor: Harbormaster
Classification: Hourly, Overtime
Pay Range: \$15.49 - \$22.94 Hourly
Starting Pay Range: \$15.49 - \$18.83 Hourly – DOE

POSITION SUMMARY: Under general supervision, provide harbor patrols for security; be responsible for maintenance, repair, and safe usage of all harbor facilities. This is considered a journeyman level position.

PRIMARY DUTIES AND RESPONSIBILITIES

- Perform routine harbor patrols for security purposes; to maintain clear fire lanes, resolve vessel problems and encourage voluntary compliance with harbor regulations.
- Assists vessels in distress by providing dewatering, replacement of lines and/or use of fire extinguisher.
- Monitor and performs routine maintenance on all harbor facilities such as dock, float, electrical systems, grid, (EVOS) oil disposal management.
- Work cooperatively with other employees, other departments, and the public.
- Professionally greet and assist the public.
- Janitorial: cleaning restrooms, picking up garbage.
- Assist with parking in the harbor area and collect launch fees as needed.
- Comply with all safety rules and regulations.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Boat-handling skills, thorough knowledge of boat moorage procedures,
- The ability to recognize potentially hazardous situations,
- Basic knowledge of routine maintenance, repair, cleaning, and construction.



LICENSES AND SPECIAL REQUIREMENTS:

- Must be 18 years of age
- 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.
- Must successfully complete a drug test prior to beginning work and will be subject to a background check.
- First Aid, CPR and AED completed within the first 6 months (probationary period)
- ICS 100/200/700/800 completed within the first 6 months (probationary period)
- 24hr HAZWOPER completed within the first 6 months (probationary period)

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Position works primarily outdoors in all weather conditions.
- Occasionally works near moving mechanical parts.
- Frequent walking and standing, sitting, climbing, stooping, kneeling, or crawling.
- Must be able to frequently move or lift up to 50 pounds and occasionally lift or move more than 100 pounds
- May be called out to work off-shift in emergency situations.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent required.
- Some marina related experience is preferred.

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.