



# THE CITY OF WHITTIER

Gateway to the Western Prince William Sound

P. O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

## JOB POSTING

### Temporary Harbor Technician

None-Exempt- Hourly, \$13.41 DOE

Seasonal- Full Time (Min 40 hours a week)

*Dates of Employment May 1<sup>st</sup> through October 1, 2022*

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<b><u>POSITION TITLE:</u></b>	HARBOR ASSISTANT I
<b><u>DEPARTMENT:</u></b>	PORTS & HARBOR
<b><u>SUPERVISOR:</u></b>	HARBORMASTER
<b><u>CLASSIFICATION:</u></b>	SEASONAL, NON-EXEMPT, HOURLY \$13.89 DOE

**POSITION SUMMARY:** 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 and other duties as assigned.

**ESSENTIAL FUNCTIONS:** the following duties are typical for a Harbor Technician. These are not to be construed as exclusive or all-inclusive; other duties may be required and/or assigned.

1. Perform routine maintenance on all harbor facilities such as Harbormaster building, docks, floats, electrical systems grid.
2. Assist with (EVOS) oil disposal.
3. Assist with vessels in distress by providing pump-outs, tows, line replacement and/or use of fire extinguisher.
4. Keep harbor restrooms and other public areas clean.
5. Work cooperatively with other city employees and professionally greet and assist the public.
6. Assist with parking and launch traffic in the harbor area.
7. Janitorial - cleaning restrooms, picking up garbage and other duties as assigned.

**OTHER RESPONSIBILITIES:**

1. Boat-handling skills preferred, knowledge of boat moorage procedures, the ability to recognize potentially hazardous situations, and when to contact appropriate persons as needed.
2. Requires skills needed to conduct routine repair, maintenance, cleaning and construction.
3. Work cooperatively with other employees, other departments and the public.
4. Must meet, greet and assist the public in a professional and courteous manner.
5. While performing the duties of this job, you will be required to walk, reach with hands and arms, stoop, and kneel. The employee is frequently required to talk and hear, stand for long periods of time, sit, use hands to handle, feel and lift up to 50lbs.
6. The majority of the duties will be performed outside.

7. Report all safety issues to Harbormaster or their designee.
8. Participate in harbor emergency and safety drills
9. Assist harbor field staff as necessary to meet customer and departmental needs.
10. Ability to follow direction and work various harbor shifts.
11. Use proper procedures over VHF/FM radio to communicate with boaters and harbor staff.

**EDUCATION& ESSENTIAL SKILLS:**

- 1.
2. Must have good oral and written communication skills. Must be able to speak clear English, other languages skills are a plus.
3. Some marina related experience is preferred.
4. Experience working with the public helpful.
5. Problem solving skills are necessary and ability to handle confrontational situations calmly and diplomatically.
6. Demonstrate initiative, dependability, good judgement, tack, analytical skills, and the ability to work in a positive manner with the public, and City staff.
7. Answer questions, promote positive community relations and represent the City of Whittier.

**LICENSES AND SPECIAL REQUIREMENTS:**

1. Minimum age: 21 years old, High School graduate or equivalent and possess a valid Alaska State driver's license or have the ability to obtain one within 30 days of hire, prior to operating a city vehicle.
2. Must present work authorization identification within three days of hire (INS requirement).
3. Ability to pass drug test and background check

**TO APPLY:**

Apply online at <https://www.whittieralaska.gov/employment/> or in person at Whittier City Hall, 660 E. Whittier Street, Whittier, Alaska 99693

Include the following with your application

1. Signed authorization to release information form
2. Resume with 3 Personal References and 3 Employment references
3. A cover letter with references

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**The City of Whittier is an equal opportunity employer and a drug free workplace**

*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. POSTED 03/04/2022*