



City of Whittier
Gateway to the Western Prince William Sound
P.O. Box 608, Whittier, Alaska 99693
Main: (907) 472-2327 • Fax: (907) 472-2404

JOB DESCRIPTION – SEASONAL HARBOR TECHNICIAN

Posting Date 2/07/23

Closing Date: Open until filled.

Position Title: Seasonal Harbor Technician. I
Department: Harbor
Supervisor: Harbormaster/Deputy Harbormaster
Classification: Hourly, Overtime
Pay Range: \$15.23 – 21.49 Hourly
Starting Pay Range: \$15.23 - \$17.63 Hourly – 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. This position starts April 03 and ends October 01.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Perform routine maintenance on all harbor facilities such as Harbormaster building, 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 public restrooms 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.
- Janitorial duties such as cleaning the restrooms, picking up garbage and other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Boat-handling skills preferred, 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 repair, maintenance, cleaning, and construction.
- Work cooperatively with other employees, other departments, and the public.
- Must meet, greet, and assist the public in a professional and courteous manner.
- 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 50 lbs. The majority of the duties will be performed outside.



JOB DESCRIPTION - HARBOR OFFICER I (Continued)

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 prior to operating a city vehicle.
- Must present work authorization identification within three days of hire (INS requirement)
- Must successfully complete a drug test prior to beginning work and can be subject to a background check.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent required.
- Experience working with the public helpful.
- Problem solving skills are necessary and the ability to handle confrontational situations calmly and diplomatically.
- Legible handwriting and good oral and written communication skills are required.

This is a temporary full-time position. To apply, submit a City of Whittier application, authorization to release information form, a cover letter and three references to the Human Resource Administrator in person at 660 E. Whittier Street, second floor, or by email to dpratt@whittieralaska.gov, or by fax at 907-472-2404. Application are available at <https://www.whittieralaska.gov/employment>

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 2/07/2023