

City of Seward Job Description



Job Title: Harbor Summer Aide (Part Time)

Range:	5.5	Salary:	\$14.36/Hour
Department:	Harbor	Approved by:	
Reports to:	Deputy Harbormaster, Harbormaster	Date:	April 2016
Supervises:	N/A		
Position:	Seasonal, 16 Hours Per Week		

Summary:

Responsible for performing various operational, maintenance, custodial and/or clerical tasks in and around small boat harbor facilities during summer season.

Essential Duties and Responsibilities:

The Harbor Aide will work under the direction of the Deputy Harbormaster and perform a variety of tasks related to the operation and maintenance of the harbor facilities.

Works independently in the evening to log the floats and perform cleaning on the fish cleaning stations around the harbor. Connects and disconnects power for harbor electric customers, performs electrical reads and delivers notices to vessels. Interacts with the public, answers calls on the radio, and gives directions to transient vessels. Reports emergencies to the on-call staff and/or deputy harbormaster during the evenings. Assist harbor personnel in oil spill response and clean up that does not involve specialized training. Performs routine maintenance on fish waste barge and fish cleaning stations.

Assists other harbor personnel in tasks performed according to daily schedule established by the Deputy Harbormaster with special assignments made as required. Particular work assignments are reviewed for the safety of operation, quality of maintenance, accuracy and/or uniform and fair enforcement of harbor rules and regulations.

Assists in the routine operation of the small boat harbor including boat and fish waste barge tows, pumps, tie-ups, etc; operates equipment owned and utilized by the Harbor Department including computers, trucks and small tractors; performs custodial tasks in and around port/harbor facilities; assists in the care and routine maintenance of harbor facilities including waste management, painting and gardening. Takes proper remedial action in an operational emergency and alerts appropriate personnel and/or departments; enforces rules and regulations concerning the use of the small boat harbor.

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Employee

Department Head

Personnel Officer

City Manager

Harbor Summer Aide (Part Time)

Job Description

Handles cash from launch ramps and showers. Oversees the launch ramp areas to reduce congestion and assist the public while launching vessels or finding moorage for vessels in the transient areas. Aids in retrieval of wildlife that is in distress within the Harbor. Re-stocks and monitors equipment used in the “Kids Don’t Float” program.

Assists in operational and general clerical support tasks in the office of the Harbormaster; receives telephone calls and office visitors, providing and distributing general information to the public including harbor rules and regulations, procedures, tide and weather data, etc; operates file management software, enters data and accepts payments.

Able to investigate security issues, prepare reports, complete actions as required.

Conduct protective surveillance of Municipal property; periodically patrol buildings and grounds and report any notable situations to the appropriate person(s).

Performs other duties as assigned by Harbormaster or Deputy Harbormaster.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Required to pass Incident Command System courses ICS 100 & 700.

Education and/or Experience:

High school diploma or general education degree (GED). Previous experience with customer service, boats and cash handling desired.

Language Skills:

Ability to read and comprehend instructions; write short correspondence and reports; effectively and courteously present information in one-on-one and small group situations to customers and other employees.

Mathematical Skills:

Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of US currency and weight measurement and distance.

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Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities:

Ability to deal with the public in a pleasant and courteous manner; uniformly and fairly enforce rules and regulations relating to the operation of the port and harbor; establish and maintain effective working relationships with harbor and city personnel and the public; work outdoors in a variety of weather conditions; be available to work weekends and holidays as needed during the summer season.

Possession of or ability to obtain a valid State of Alaska driver's license.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; talk or hear; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Public Relations:

Public relations shall be an integral part of each employee's job. Employees shall be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

Work Environment:

Characteristics of the work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works in high, precarious places, near moving mechanical parts and with occasional exposure to fumes, airborne particles and risk of electrical shock.

The noise level in the work environment varies depending on the particular duty performed.

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