

## **PORT DISTRICT OF SOUTH WHIDBEY ISLAND**

### **JOB DESCRIPTION: ASSISTANT HARBORMASTER SOUTH WHIDBEY HARBOR AT LANGLEY, WA**

Applications are hereby sought by the Port District of South Whidbey Island (Port) for the position of Assistant Harbormaster for the South Whidbey Harbor in Langley, Washington. This is a 3/4-time year-round salaried/exempt position, although daily time requirements can be expected to vary seasonally, and evening and weekend work will be necessary seasonally or as required.

#### General Description of Duties

Under specific direction of the Harbormaster (and overall direction of the Port Manager), assist with the planning, organization, and management of South Whidbey Harbor functions and activities, which includes the rental of docking space and the maintenance and operation of all facilities; respond to emergencies and protect boats and related property in such emergency situations; and coordinate and/or perform related work as required. The Assistant Harbormaster will be serving in a position of public trust and service, as well as public scrutiny, and must conduct him/herself accordingly at all times. Report to the Harbormaster; participate in monthly Port Board of Commissioner meetings as requested; accurately account for cash receipts and Harbormaster office expenses as appropriate; travel to and coordination with other Port facilities (with travel expense reimbursement); and other duties as requested by the Harbormaster (or Port Manager) which may include similar tasks at other Port facilities when Harbor work schedule permits. Performance subject to annual review.

#### Required Basic Knowledge of:

Practices, techniques and materials used in maintenance, construction, mechanics, and repair of harbor and harbor facilities; safety requirements for operation of boats, trucks and other equipment; basic principles of mathematics; principles and practices of budget administration; applicable Federal, State, and local laws, codes and regulations; operational characteristics of standard maintenance equipment; methods and techniques for record keeping; occupational hazards and standard safety procedures.

#### Ability to:

Perform maintenance and repair to the facility; operate a variety of tools and equipment used in maintenance and construction; operate hand and power tools competently and safely; perform manual labor; observe safety principles and work in a safe manner; follow written and oral directions; courteously respond to community issues, concerns and needs; communicate clearly and concisely, both orally and in writing; work a flexible schedule including evenings and weekends and establish and maintain effective working relationships.

### Representative Duties (illustrative examples)

- Oversee the rental of slips to the public; provide information to tenants and ensure that all policies and procedures are explained and understood.
- Provide in person and telephone customer service to patrons and users of municipal waterfront park and boating facilities.
- Clearly communicate information about and monitor public compliance with rules, regulations and procedures.
- Collect, organize, and record data for boat registers and logs associated with harbor operations, including cash receipts.
- Work on, in close proximity with and/or around boats of varying sizes, docks, waterfronts, and moorage facilities year around in all weather conditions and on surfaces that may be unbalanced, slippery, moving, inclined and at varying heights above deep water.
- Insure that work and all docking/mooring operations are conducted in accordance with all applicable safety standards, regulations and ordinances.
- Clean assigned facility area on a regular basis. Lift, carry, empty, clean, reline, and reposition trash containers on a regular basis.
- Clean and/or coordinate maintenance and repair of public restrooms
- Watch for, investigate, prevent, and report suspicious activities, improper use of facilities, or criminal activity to Port Manager or law enforcement personnel as necessary.
- Respond to requests for service from tenants and potential customers; ensure that facilities and equipment are maintained in a safe, clean and orderly condition; address security, navigational, noise, trash and other issues, as required.
- Develop and implement a preventive maintenance program for Harbor facilities.
- Perform minor maintenance and repair to facilities; respond to emergency and/or weather situations as required; protect boats and other property, as necessary
- Aid in the response to hazardous materials spills and ensure containment according to established regulations
- Enforce all Harbor rules and regulations; coordinate the assistance of law enforcement and Port maintenance staff as required; confer with Port, City and other authorities as required, and assist in the on-going development of appropriate regulations for the South Whidbey Harbor
- Monitor changes in laws, regulations and technology that may affect operations; recommend and implement policy and procedural changes, as required
- Coordinate the activities of the Harbor with other Port operations as well as other public and private organizations; act as liaison with yacht clubs and other groups who may use Harbor facilities.
- Research improvements for services and facilities; develop, recommend and implement a Harbor marketing program; coordinate and host special events.
- Prepare a variety of written correspondence, reports, procedures, and other written materials.

- Serve as the official representative of the Port District of South Whidbey Island in a position of public trust and service, with professional conduct essential.

This list of representative duties, as outlined above, is intended to illustrate the type and scope of tasks to be performed within this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position. Since this is a new position, it is expected that evaluation of job time requirements will be an on-going process with the Harbormaster and Port Manager. Some tasks may be redefined based on overall workload, efficiency, cost-effectiveness, and developing needs. It is also important to emphasize that the Assistant Harbormaster position is to be trained and prepared to assume the Harbormaster position and duties if required.

### Desirable Qualifications

Knowledge of:

- Laws, regulations and rules related to the operation of harbors, including navigational rules and regulations.
- Practices, procedures, equipment and supplies related to the construction, repair and maintenance of harbor facilities.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff.
- Techniques for developing and marketing harbor facilities.
- Basic principles of public agency budgeting and contract administration, along with cash management and control.
- Standard office practices and procedures, including the operation of standard office equipment.
- Computer applications related to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, administering, coordinating, reviewing and evaluating the functions and activities of the South Whidbey Harbor.
- Developing, recommending and implementing an effective preventive maintenance and repair program for Harbor facilities.
- Developing, recommending and implementing a marketing program to maximize Harbor rentals and facility usage.
- Developing, recommending and implementing goals, objectives, policies, procedures, work standards and internal controls for the Harbor.
- Interpreting, applying and explaining laws, codes, regulations and ordinances.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.

- Performing minor maintenance and repair of Harbor facilities, including responding to emergency situations.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to completion of high school graduation and two years of experience in working with the public and customer service, maintenance, construction, marina and/or boating experience. Supervisory experience is desired.

Minimum Requirements:

Minimum 21 years of age. Must possess (or be able to obtain) a valid Washington State driver's license and have a satisfactory driving record. Trustworthy (capable of being bonded.)

Working Conditions:

Must be willing to respond to off-hours emergencies and to work weekends and holidays.

Physical Demands:

Must possess mobility to work in a standard office setting, use standard office equipment, including a computer and to inspect Harbor facilities and surroundings; strength and stamina to perform minor-to-moderate maintenance and repairs to Harbor facilities and equipment and to respond to emergency situations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must be able to operate a small powerboat and to swim 25 yards unassisted.

ADA Compliance:

Physical Ability: Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate depths. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as dust, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and/or toxic/poisonous agents.

The Port is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Port will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## **COMPENSATION**

The Assistant Harbormaster position is established as a salaried/exempt 3/4-time position with an initial annual compensation range of \$20,300 to \$26,500, depending on qualifications and capabilities. During the main 5-month boating season of May through September, longer workdays may be anticipated, while comparably shorter workdays may be anticipated during the winter season from November through March. During the boating season, the Assistant Harbormaster should anticipate working on weekends and holidays, with shorter hours as coordinated by the Harbormaster for less-busy midweek days. The Asst. Harbormaster duties may include cross-training other Port staff for coverage. A \$300/month allowance for health care is also included.

Moorage of the Assistant Harbormaster's personal vessel and/or a live-aboard designation for the Assistant Harbormaster (comparable to other port resident manager positions) will also be considered for Assistant Harbormaster compensation, if applicable.

## APPLICATION INFORMATION

**Applications** The Port is currently seeking applicants for this position. Each applicant must complete an application packet, consisting of the following;

1. Brief resume, to include history of work (dates, wages/salary, job title, duties, name/address/phone of employer, reason for leaving); education; references (3 personal and 3 professional); special skills and abilities; current and former residential addresses over past 5 years. Briefly describe why you believe you are suited for this position.
2. A brief summary of 1) how you see that the Asst. Harbormaster can improve the operations or other aspects of the Harbor, and 2) possibilities you see for improving the revenue generated by the Harbor facility.
3. Signed consent form, for pre employment screening purposes. Please include copy of current valid drivers license.

### **ALL INFORMATION WILL BE STRICTLY CONFIDENTIAL**

All application packets must be **received in the Port office no later than Monday October 5, 2009.** All applicants will be subjected to pre-employment screening and verification of information. Applicant/s selected for a follow-up interview will be notified by October 15, 2009, with the intention of notifying the preferred candidate shortly thereafter for immediate training and assumption of duties.

