

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

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

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

Applications are due at the Port office no later than 4:00pm on Tuesday, October 30, 2012, with interviews of selected candidates anticipated November 5-9 and hiring to follow immediately thereafter *for the right person!*

#### General Description of Duties

Under direction of the Port Operations Manager, plan, organize, and participate in all 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; manage Harbor staff and coordinate and/or perform related work as required. The professional 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 Port Op. Manager; participate as needed in monthly Port Board of Commissioner meetings; 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 Port Op. Manager which may include similar tasks at other Port facilities as appropriate / when Harbor work schedule permits. Performance subject to annual review.

It is intended that management of the South Whidbey Harbor is to be accomplished by the active and coordinated efforts of both the Harbormaster (HM) and the Assistant Harbormaster (AHM), plus dock hand(s) as applicable. As described below, there are basic duties and responsibilities which are common to both HM and AHM, and there are additional responsibilities which are a prioritized responsibility of one position but need to be understood by both.

#### 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, incl. **HM** and **AHM** prioritized tasks)

- 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.**HM**
- 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.
- Develop the staffing schedule for the harbor to ensure coverage which is adequate and appropriate for the season and reflects a reasonable balance of responsibilities and duties for the HM, AHM, and Dock Attendants.**HM**
- 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 program for monitoring the condition of and undertaking a maintenance & repair program for marine equipment and dock facilities, with possible inclusion of other Port assets.**HM**
- 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
- Monitor usage of the uplands and parking areas; provide direction and assistance to ensure that the harbor parking areas are used efficiently and prioritized for Harbor guests during busy periods. **AHM**

- 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. **HM**
- 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 to encourage and expand use of Harbor facilities. **HM**
- Research improvements for services and facilities; develop, recommend and implement a Harbor marketing program which will likely include preparation and distribution of a (monthly?) newsletter. **HM**
- Plan, develop, coordinate, manage and host special events for the Harbor. **HM**
- Develop and implement education and training programming, both for the public and for Port staff. **HM**
- Prepare a variety of written correspondence, reports, procedures, etc. **HM**
- Serve as an 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 revised job description, it is expected that evaluation of job requirements will be an on-going process with the Port Op. Manager. Cooperation and coordination with the AHM will be essential to ensure adequate on-site coverage (including for daily & seasonal variations as well as for personal/vacation issues). It is critical to emphasize that Port economic development goals include revitalizing the harbor area as well as improving harbor revenues, so initiatives developed and undertaken by the Harbormaster which further those goals are priorities for this position.

### 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 two years of college or possession of an Associate of Arts degree and two years of experience in directing the operations and maintenance of a public or private harbor. Additional experience as outlined above or in performing harbor operations and/or maintenance work may be substituted for the education on a year-for-year basis. Possession of a Bachelor's degree is desirable. Other desirable areas of applicable experience which will be considered include:

- Firefighter, fire protection and/or EMS
- Major facility or business redevelopment and improvement
- Marine industry
- Boating and SCUBA

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 Harbormaster position is established as a salaried/exempt  $\frac{3}{4}$ -time position with an initial annual compensation range of **\$31,000 to \$34,000**, depending on qualifications and capabilities. During the main 5-month boating season of May through September, somewhat longer work days may be anticipated, while comparably shorter work days may be anticipated during the winter season from November through March. However, due to the long-term nature of many of the HM responsibilities, HM hours will be more constant and regular than other Harbor staff. (During the boating season, ALL harbor staff should anticipate working on weekends and holidays). Two weeks of paid vacation are included as part of the compensation ( $\frac{3}{4}$ -time basis, pre-scheduled, no more than one week during boating season), and the Harbormaster duties will include scheduling to ensure adequate coverage by HM or AHM (vacations should not be concurrent). Personal leave of twelve (12) days per calendar year is included, with no carry-over or buy-back. A \$400/month allowance for health care is also included.

**Applications** The Port is currently seeking applicants for this position, and an application should include:

1. Brief resume, to include history of work (dates, wages/salary, job title, duties, name/address/phone of employer, reason for leaving); education; professional references; special skills, abilities and expertise.
2. Briefly describe why you believe you are suited for this position.
2. Signed consent form, for pre employment screening purposes. Please include copy of current valid driver's license.

The Port reserves the right to reject all applications.

**ALL INFORMATION WILL BE STRICTLY CONFIDENTIAL**

Application packets must be received in the Port office (PO Box 872 or 1804 Scott Road Suite 101, Freeland, WA 98249, phone 360-331-5494) by **4:00 pm on Tuesday, October 30, 2012**. Applications will be initially reviewed and considered, and if suitable candidate application(s) are received, interview(s) of selected candidate(s) are anticipated during the week of November 5-9. If hiring goes as expected, the preferred candidate will be introduced to the Board of Commissioners during their evening meeting on November 13. Reminder: If you are mailing your application, please make sure that it is addressed to PO Box 872 in Freeland and will be received in the office no later than October 30<sup>th</sup>.

## CONSENT TO RELEASE INFORMATION AND RELEASE FROM LIABILITY

### TO WHOM IT MAY CONCERN:

I am an applicant for a position with the PDSWI (Port District of South Whidbey Island). The Port needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. I have authorized PDSWI to gather all available information regarding my employment background and personal history and other information, which may be of a confidential or privileged nature.

I, the undersigned, authorize you to furnish PDSWI any and all information that you have concerning me, including without limitation my work record, my background and reputation, my criminal history; including any arrest records and any information contained in investigative files, and any other personal records, including medical, psychological, military service or financial matters. Information of a confidential or privileged nature may be included in the materials you provide to PDSWI. I further specifically consent to the Washington Department of Revenue's release of any tax returns, as defined by RCW, filed by, on behalf of; or with respect to me, and any tax information, as defined by RCW, that pertains to me. I request your cooperation in supplying this information to PDSWI in response to a request from that office.

I hereby agree to release you and those who supplied you with the above information, your company or organization, and the Port District of South Whidbey Island, its Directors, employees and or agents, from any liability for any damage with may result from furnishing the requested information.

I understand my rights under Title 5, United States code, Section 552a, the Privacy Act of 1974, with regard to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the PDSWI in conjunction with employment procedures. I will make no attempt to gain access to the information provided by you to PDSWI.

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Applicant's Signature

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Driver's License # (please include COPY!)

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Applicant's printed first name

middle initial

last name

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Current Address (include mailing if different)

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Previous Address and Dates of Residence

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Aliases (include previous married names, maiden name)

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Visible Tattoos/Marks/Piercings (location and description)

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Date \_\_\_\_\_