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Harbor Master - City of Kirkland (Job # 13-0023)

Minimum Salary: **\$14.70 per hour**

Maximum Salary: **\$19.34 per hour**

Employment Type: Part Time

Department: Parks & Community Services

Closes: March 11, 2013 at 11:30 PM

(Open to current employees and the general public.)



Summary

Provides customer service, collection of moorage fees, and enforcement of rules at the City of Kirkland Harbors.

Duties of this position include:

- Public relations and customer service to citizens using the park and visiting the Harbors.
- Receive and record moorage payments, sell boat launch access cards, and follow up with boaters delinquent in payment.
- Manage reserved areas of the Harbors for boaters and tour ships and ensure areas are open for those who have made proper arrangements.
- Manage monthly moorage areas to ensure areas are free of transient boats.
- Enforcement of park rules, harbor rules, moorage regulations and other laws and regulations pertaining to the site.
- The Harbor Master may have a limited commission to issue violation notices for parks rules violations.
- The position may be asked to help maintain the park facility by emptying garbage cans and assisting in the maintenance of the restroom facility.

Hours of Work

Hours of work vary between 11am and 12am (midnight).

[A typical shift may be from 2pm – 10pm.]

Weekends are required (Friday, Saturday and Sunday) as part of regular shift.

Minimum Qualifications

High School diploma required, AA or BA/BS preferred. One year of customer service and/or cashier experience required. Experience in marina operations preferred. First Aid/CPR certification or ability to acquire within 30 days of hire. Must successfully complete a thorough background check as required by the Child/Adult Abuse Information Act.

Special Note

Candidates are encouraged to apply ASAP. While final selection will not occur until after closing, screening and interviewing may commence prior to the closing date.

Preferred Qualifications

Experience in marina operations and/or recreation preferred.

Working Conditions & Physical Activities

Position works outdoors in inclement weather. Occasionally requires lifting of supplies and equipment of approximately 50 pounds. Requires moving along the length of the Harbor and park areas; may include bending, reaching, etc. May require the use of small hand tools

Selection Process

Applicants who are invited to participate in the test and/or interview process will be notified by **phone** or **email**.

Attachments

Location

City Hall
123 5th Ave
Kirkland, WA 98033

The City of Kirkland is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law.

Persons with a disability who need assistance in the application or testing process or those needing this announcement in an alternative format may call 425-587-3210 or Telecommunications Device for the Deaf 425-587-3111.

Note: In accordance with the Immigration Reform and Control Act of 1986, employment of persons hired by the City will be contingent upon presentation of acceptable documents verifying identity and authorization of employment in the United States.

Questions and/or technical issues regarding the on-line application process should be directed to the City of Kirkland Human Resources Department at 425-587-3210.