

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 full-time year-round salaried/exempt position with some seasonal time variations; evening, weekend and holiday work will be necessary and scheduled.

General Description of Duties

Under specific direction of the Harbormaster (and overall direction of the Port Operations 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; 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 Operations Manager) which may include occasional tasks at other Port facilities if Harbor work schedule permits. Performance subject to annual review.

Required Basic Knowledge of:

Practices, techniques and materials used in maintenance, construction, operations, and repair of harbor and harbor facilities; safety requirements for operation of boats, trucks and other equipment; basic principles of mathematics; the ability to learn and administer 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 Operations 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
- 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. 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, and/or ability to learn and implement:

- 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.
- 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, and/or ability to learn and implement:

- 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.
- Interpreting, applying and explaining laws, codes, regulations and ordinances.
- Preparing legible clear and concise reports 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.
- Two years of experience in working with the public in 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 work in all weather conditions, respond to off-hours emergencies, and to work weekends and holidays.

Physical Demands:

Must possess mobility to work in a standard office setting with standard office equipment (incl. 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 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 full-time position with an initial annual compensation rate of \$31,200 (paid monthly). Some seasonal variability in the work schedule should be anticipated. During the main 5-month boating season of May through September, ALL harbor staff should anticipate a work schedule that includes weekends and holidays. Two weeks of paid vacation are included as part of compensation (pre-scheduled, not concurrent with Harbormaster, no more than one week during boating season). Personal leave of twelve days (96 hours) per calendar year is included, with no carry-over or buy-back. A \$400/month allowance for health care is also included.

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 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 how you see that the Asst. Harbormaster can improve the operations or other aspects of the Harbor.
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 4pm on Monday, February 10, 2014.** All applicants will be subjected to pre-employment screening and verification of information. Applicant/s selected for a follow-up interview will be notified within two weeks, with the intention of notifying the preferred candidate shortly thereafter for immediate training and assumption of duties.

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.

Applicant's Signature date Driver's License # (please include COPY!)

Applicant's printed first name middle initial last name

Current Address (include mailing if different)

Previous Address and Dates of Residence

Aliases (include previous married names, maiden name)

Have you been convicted of any crimes in the past 10 years? If so, what?
