



Department:	Harbor
Supervisor:	Harbormaster
Prior Revision Date:	09-21-2009
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Revision Made By:	G. Wollen
Revision Reviewed & Approved by:	SG
Employment Status:	PMEA
Date Provided to Bargaining Unit	1-30-2014

Job Description

MAINTENANCE/HARBOR SECURITY OFFICER

Definition

Assists in harbor maintenance duties and performs harbor security officer duties as needed. The Maintenance/Harbor Security Officer position is distinguished from the Harbor Security Officer position by the ability to work unsupervised and to provide assistance during the harbor billing process. This position is distinguished from all other Harbor positions by the emphasis on harbor maintenance of all types.

Supervision Received

The Maintenance/Harbor Security Officer reports directly to the Harbormaster.

Supervision Exercised

None.

Duties *(The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Maintains harbor facilities in good repair and safe condition.

Oversees boat docking and aircraft activities on a continuous basis.

Maintains safe and secure conditions of the harbor and enforces Borough ordinances as needed.

Operates harbor vessels and vehicles. Operates harbor communications.

Collects moorage payments and logs all vessels which are docked in the harbor.

Provides assistance as needed during the harbor billing process.

Maintains positive public relations, directs harbor traffic, and tows disabled vessels.

Performs maintenance, inspections and transfers of waste oil and related devices in the boat harbor and other Borough facilities.

Performs a variety of skilled trade tasks involved in the repair, upgrade maintenance on all harbor facilities.

Keeps harbor machinery in safe and functional condition.

Inspects harbor facilities and machinery regularly.

Performs small engine repair and maintenance. Maintains log of repairs and maintenance activities.

Performs other duties as assigned.

Distinguishing Characteristics

The work assigned to the position of Maintenance/Harbor Security Officer classification is distinguished from work assigned to other positions in the Petersburg Borough by the element of responsibility for sea vessels and harbor activities and for harbor facilities and machinery maintenance including the safe handling of hazardous waste.

Working Conditions

Employee performs approximately 80% of duties on or near docks and floats in the harbor and is exposed to a variety of weather conditions. Employee performs approximately 20% of duties handling hazardous waste. Physical exertion is required while moving or lifting equipment or heavy objects.

Qualifications

Must have current and insurable Alaska State driver's license.

Must be qualified to operate forklifts and other necessary equipment.

Must be certified in the safe handling and emergency response to ammonia and chlorine releases.

Must have the ability to complete training for the first responder level for hazardous waste operations and emergency response marine oil spill.

Must possess a T.W.I.C. – Transportation Worker Identification Credential within 180 days of employment.

Any combination of experience and education which provides the applicant with the following attributes:

Working knowledge of Southeastern Alaska geographical area and designate waterways.

Ability to operate a variety of sea vessels with care and skill.

Ability to safely operate, maintain and repair power tools and appropriate maintenance tools and machinery.

Working knowledge of waste oil and hazardous waste handling procedures.

Working knowledge of dock repair and maintenance.

Ability to cope with stress situations firmly and tactfully and with respect to individual rights.

Physical strength and agility sufficient to perform the work of the class.

Ability to establish and maintain effective working relationships with fellow employees and the general public; work cooperatively with supervisors and display willingness to assist co-workers.

Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.

Employee

Supervisor

Date

Date