



Department:	Harbor
Supervisor:	Harbormaster
Prior Revision Date:	Feb. 2005
Last Revision Date:	12/18/2013
Revision Made By:	G. Wollen
Revision Reviewed & Approved by:	SG
Employment Status:	PMEA
Date Provided to Bargaining Unit	1-30-2014

Job Description

HARBOR SECURITY OFFICER

Definition

Performs harbor security and maintenance as needed. The Harbor Security Officer position may be required to work un-supervised at times. This position may provide assistance during the harbor billing process.

Supervision Received

The Harbor Security Officer reports directly to the Harbor Master.

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 and oversees boat docking and aircraft activities on a continuous basis.

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

Operates harbor vessels and vehicles.

Performs daily rounds and logs all vessels which are docked in the harbor.

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.

Operates harbor communications.

Performs minor maintenance on all harbor facilities.

Performs other duties as assigned.

Distinguishing Characteristics

The work assigned to the position of 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.

Working Conditions

90% of the work performed by this position is located on or near boats in the harbor and the position is exposed to a variety of weather conditions. Physical exertion is required while moving or lifting equipment or materials weighing up to 100 pounds.

Qualifications

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

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 designated waterways.

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

Ability to cope with stressful 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