

**CITY OF HOMER
JOB DESCRIPTION AND SPECIFICATIONS**

HARBOR ASSISTANT I

Department:	Port & Harbor	Sub-Department:	Operations
Reports To:	Harbor Assist. II	Backed Up By:	As Assigned
Supervises:	None	Backs Up:	As Assigned
Pay Range:	2	Classification:	Temporary

GENERAL FUNCTIONS

Performs general cleaning of Port and Harbor facilities and collection of boat launch and parking fees.

JOB FUNCTIONS/MAJOR ACTIVITIES

1. Cleans/Disinfects fish disposal facilities in the Port and Harbor.
2. Maintains litter control on Harbor grounds.
3. Responsible for collection and safe deposit of boat launch and parking fees.
4. Responsible for fish carcass removal.
5. Assists harbor staff as needed.
6. Performs other duties as directed by Harbor Assistant II or Deputy Harbormaster.

SKILLS, KNOWLEDGE AND ABILITIES

Must be self-motivated with attention to detail and able to follow directions accurately. General cleaning experience required. Basic knowledge of power tools. Able to handle cash, maintain records and balance daily receipts. General knowledge of harbor operations and fees relevant to City policies. Able to operate CB and VHF radios. Drivers License required. Must be 18 years of age or older.

DECISION MAKING RESPONSIBILITIES

Must be able to work efficiently under limited supervision.

SUPERVISORY AUTHORITY

None.

EXTERNAL VISIBILITY/CONTACT

High frequency of contact with users of Port and Harbor. Must be able to handle questions and complaints in a tactful courteous manner.

WORKING CONDITIONS

Exposure to inclement weather. Daily exposure to working with cleaning chemicals and fish waste. Involved frequently in heavy physical exertion in lifting up to 50 pounds or moving of equipment. May require long hours in small unheated booth. Will be required to work weekends, holidays and may be required to work overtime.

Received: _____ Approved: _____
Employee: _____ Dept. Head _____ Personnel _____ City Manager _____ (3-07)