

**CITY OF HOMER
JOB DESCRIPTION AND SPECIFICATIONS**

HARBOR OFFICER I

Department:	Port & Harbor	Sub-Department:	Operations
Reports To:	Deputy Harbormaster	Backed Up By:	As Assigned
Supervises:	None	Backs Up:	As Assigned
Pay Range:	11	Classification:	Full-Time/Regular
		Updated:	10/09, 08/11

GENERAL FUNCTIONS

Responsible for the safe and efficient operation of the Port/Harbor during assigned shift. Monitors use and security of Port/Harbor facilities.

JOB FUNCTIONS AND MAJOR ACTIVITIES

1. Responsible for security of facilities. Initiates first response for fires, vessel pumping, police assistance and medical emergencies.
2. Operates, moves and tows vessels of all sizes with Harbor vessel, operates patrol vehicle, fire pumps, cranes, forklifts and other miscellaneous equipment.
3. Responsible for enforcing applicable rules/regulations (vehicle parking, excessive wake, Port/Harbor ordinances, state/federal pollution laws). Monitors moorage, electrical usage, grid usage, float and public dock usage.
4. Assists local, state and federal agencies as required. Implements special emergency procedures as required including search and rescue and Spit evacuation.
5. Provides information to the public on facilities and regulations. Operates portable and fixed mounted VHF marine, SSB marine, police and CB radios and cell phones. Maintains accurate daily log.
6. Responsible for impounding (vehicles, gear, vessels) as directed and keeping facilities safe and clear of debris.
7. Responsible for maintaining vessel stall order and grid appointment order, assists in collection of harbor fees including delinquent fees. Responsible for maintenance of vessel registration system and invoicing during "shift" and performs miscellaneous office functions.
8. Coordinates with stevedoring agency for longshore activities.
9. Performs routine, minor maintenance on port and harbor equipment and facilities as assigned by Deputy Harbormaster or Port and Harbor Director.
10. Receives training and performs facility security tasks as mandated by US Coast Guard Facility Security Plan.
11. Performs related duties as assigned by Deputy Harbormaster or Port and Harbor Director.

CITY OF HOMER
JOB DESCRIPTION AND SPECIFICATIONS - Continued

KNOWLEDGE, SKILLS AND ABILITIES

Four years of marine experience with knowledge of local, state and federal laws governing marine/harbor facilities. U.S. Coast Guard license desired. Working knowledge of small vessel handling and operation of small gasoline engines required (outboards, snow blowers, bilge pumps, fire pumps). Law enforcement experience helpful. Valid driver's license required. High School diploma or G.E.D. required. CPR, First Aid and training in basic first response firefighting pertinent to Port and Harbor within 18 months of hire.

DECISION MAKING RESPONSIBILITIES

Independent decision making required for emergency situations (police, fire, medical). Minor budget authority at unit level. Activities are a major source of potential liability to the City.

SUPERVISORY AUTHORITY

Responsible for supervising seasonal hires on assigned shifts.

EXTERNAL VISIBILITY/CONTACT

High frequency of contact with the general public and government officials (Coast Guard, DOT, police, D.E.C, NOAA fisheries and enforcement). Moderate frequency of contact with key service personnel. Infrequent contact with key city personnel or attendance at public meetings. Required to handle questions/complaints in a tactful/professional manner.

WORKING CONDITIONS

High frequency of exposure to hazardous working conditions in dealing with angry or confrontational members of the public while attempting to enforce laws/regulations. High frequency of exposure to adverse weather conditions while working in unsheltered environment. Involves lifting up to 50 pounds and working in confined or awkward spaces. Involves occasional extreme physical effort during emergency situations. Requires ability to walk up and down steep ramps. May be required to work holidays and overtime. Required to work various shifts.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION AND SPECIFICATON; IT HAS BEEN EXPLAINED TO ME. I UNDERSTAND AND ACCEPT THE EXPECTATIONS OF MY DUTIES AND RESPONSIBILITIES AS A CONDITION OF MY EMPLOYMENT AS STATED HEREIN.

Employee Signature

Date

Supervisor Signature

Date

City Manager Signature

Date

Personnel Director Signature

Date