

Job Title: Assistant Harbormaster
Pay Rate: Grade 3 (\$17.00/hr - \$19.99/hr)
Department: Harbor, City of Craig
Immediate Supervisor: Harbormaster
Date Revised: June 17, 2021

Position Summary

Under the general direction and supervision of the Harbormaster, the Assistant Harbormaster assists in day-to-day operations and maintenance of all docks and harbor facilities, maintains accurate records of vessels and performs occasional office duties.

Duties & Responsibilities

- Must work well with people.
- Must be able to work with minimal supervision.
- Must have a high school diploma or equivalent.
- Must be at least 18 years of age and possess a valid Alaska Driver's License.
- Must have basic skills/knowledge for operating small harbor vessels.
- Must be able to lift 70 pounds, work outside, and have knowledge of maintenance-type equipment and tools.
- Must have basic plumbing and carpentry skills.
- Must have good typing and basic computer skills.

Qualifications

- Must be 18 years of age.
- Must have a high school diploma or the equivalent.
- Must have good typing and basic computer skills and must work well with people.

Supervision

The Harbormaster Assistant works under the general supervision of, and is responsible to, the Harbormaster.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole

numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to lift 70 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, and walk.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The position often requires the employee to work outside in conditions common to Southeast Alaska and the City of Craig, year round.

Availability to work extended hours and/or hours outside the normal weekday shift. These hours may be assigned for on-call or may be call out for emergency response. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

Position & Benefits

This is a full-time, hourly position with the City of Craig. Full medical, retirement, and leave benefits apply as defined in the City of Craig personnel manual. The City of Craig is an Equal Opportunity Employer.

Note: Reference is made to The City of Craig Employee Handbook for subjects not included in this job description. The Handbook takes precedence over this job description.

Printed Name

Signature

Date

Director

Date