

## **JOB ANNOUNCEMENT**

### **POSITION TITLE AND DEPARTMENT/DIVISION:**

Harbor Officer or Harbormaster with the Department of Public Safety.

### **POSITION CLASSIFICATION AND HOURS:**

Regular Appointment, Part-time. Hours may vary.

### **POSITION LOCATION**

Saint Paul Island, Alaska.

### **JOB SUMMARY:**

The Harbor Officer performs work related to the operation and maintenance of St. Paul Harbor to ensure the efficient and safe operation of the harbor and its facilities. The incumbent serves as an “all-hazards” responder.

This position works under the supervision of the Harbormaster. Work is performed under limited supervision. Assignments are received in the form of specific directives of what is to be accomplished.

Position involves extensive contact with department employees and the public, frequent contact with other departments and other entities on Saint Paul Island, with Saint Paul Island Police Officers, and occasional contact with other agencies. Contact requires the exercise of diplomacy in dealing with potentially dangerous situations. The working environment is inherently dangerous due to the nature of the position and the work involved. The Harbor Officer wears a department issued uniform

The Harbormaster directs the operation and maintenance of the Saint Paul Harbor to ensure the efficient and safe operation of the harbor and its facilities. The incumbent serves as an “all-hazards” responder, expected to tackle a variety of maritime law enforcement, firefighting, emergency medical, search and rescue and emergency management tasks, as assigned. The Harbormaster may be designated as a peace officer for purposes of enforcing laws, rules and regulations pertaining to port and harbor operations.

This position works under the supervision of the Public Safety Director and may take functional direction from the City Manager. Work is performed independently. Assignments are received in the form of general outlines of what is to be accomplished and the employee determines the most appropriate course of action consistent with departmental rules, regulations, and procedures.

Position involves extensive contact with department employees and the public, frequent contact with other departments and other entities on Saint Paul Island, and occasional contact with law enforcement and other agencies. Contact requires the exercise of diplomacy in dealing with potentially dangerous situations. The working environment is inherently dangerous due to the nature of the position and the work involved. The Harbormaster wears a department issued uniform.

### **ESSENTIAL JOB FUNCTIONS:**

The following are essential job functions of a Harbor Officer:

1. Patrols all areas of the harbor facilities on foot and by vehicle.
2. Assists vessels with securing mooring lines on City docks.
3. Schedules vessels for access to City docks, and to TDX docks if permission granted by TDX/Trident to do so.
4. Coordinates vessel operations with TDX.
5. Coordinates vessel fueling operations with fuel sales through the Marine Sales Division.
6. Assists Public Safety, Coast Guard, and other enforcement agencies.
7. Delivers information, including copies of rules and regulations to vessels in and around the harbor.
8. Maintains logs and reports of harbor activities



9. Advises the Harbormaster of storm warnings, strong winds, or other incremental weather situations that threaten safe harbor operations. Direct vessels out for the harbor, or prohibits entrance when necessary.
10. Takes proper action to ensure the safety of vessels moored or in harbors and adjacent areas.
11. Maintains the harbor in safe operating condition. Cleans building, grounds and facilities as required.
12. Assists with the maintenance of the harbor and related facilities.
13. Contacts Public Safety regarding need for law enforcement, firefighting, emergency medical, search and rescue, and emergency management incidents or situations.
14. Investigates vessel accidents and prepares related reports.
15. Participates in search and rescue operations and other emergency situations.
16. Performs other activities as required or as directed by the Harbormaster and/or Director of Public Safety.

The following are essential job functions of a Harbormaster:

1. Patrols all areas of the harbor facilities on foot and by patrol vehicle.
2. Assists vessels with securing mooring lines on City docks.
3. Schedules vessels for access to City docks, and to TDX docks if permission granted by TDX/Trident to do so.
4. Coordinates vessel operations with TDX.
5. Coordinates vessel fueling operations with fuel sales through the Marine Sales Division.
6. Assists St. Paul Police Officers, and Coast Guard and other enforcement agencies.
7. Delivers information, including copies of rules and regulations to vessels in and around the harbor.
8. Maintains logs and reports of harbor activities
9. Advises the Public Safety of storm warnings, strong winds, or other incremental weather situations that threaten safe harbor operations. Direct vessels out of the harbor or prohibits entrance when necessary.
10. Takes proper action to ensure the safety of vessels moored or in harbors and adjacent areas.
11. Maintains the harbor in safe operating condition. Cleans building, grounds and facilities as required.
12. Assists with the maintenance of the harbor and related facilities.
13. Contacts Public Safety regarding need for law enforcement, firefighting, emergency medical, search and rescue, and emergency management incidents or situations.
14. Investigates vessel accidents and prepares related reports.
15. Participates in spill response, search and rescue operations and other emergency situations.
16. Performs other activities as required or as directed by the or Director of Public Safety and/or City Manager.

#### **QUALIFICATIONS:**

1. Must be at least eighteen (18) years of age.
2. High school diploma or GED equivalent.
3. Must be a team player.
4. **Must possess a valid Alaska Driver's License. Must have a clean driving record.**
5. Ability to communicate effectively with City personnel and supervisor.
6. Knowledge of City, state and federal laws regulating harbor operations.
7. Knowledge of principles and practices of dock and harbor operations.
8. Knowledge of principles and practices of vessel and crew operations.
9. Knowledge of marine fuel and sales operation.
10. Knowledge of basic firefighting procedures.
11. Knowledge of Search and rescue operations.
12. Knowledge of Emergency disaster operations.
13. Knowledge of record keeping systems.
14. Ability to cope with stressful situations firmly and tactfully with respect to individual rights.
15. 40-hour HAZWOPER or possess the ability to obtain within one (1) year from date of hire.
16. ICS 100 and 200 or possess the ability to obtain within one (1) year from date of hire.
17. First Aid/CPR or possess the ability to obtain within one (1) year from date of hire.
18. Harbormaster must have a minimum of three Career Training for Ports, Harbors and Marinas courses completed.
19. Must abide by the City of Saint Paul's alcohol and drug free workplace policies and submit to a pre-employment drug and alcohol test.
20. Must abide by the City Employee COVID-19 Vaccination Policy, by being fully vaccinated for COVID-19 or seek an approved accommodation prior to employment with the City.

21. Other combinations of education and experience could provide the competencies, knowledge, skills and abilities listed.

**WAGE AND BENEFITS:**

The hourly wage for the Harbor Officer position is \$20.90 to \$31.35 per hour. The hourly wage for the Harbormaster position is \$38.12 to \$49.56 per hour. Depending on education, experience, and skills. Standard City of Saint Paul benefits per City ordinance.

**DEADLINE:**

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing an Application for Employment or by requesting and completing an Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or for more information contact [hr@stpaulak.com](mailto:hr@stpaulak.com) or at [www.stpaulak.com](http://www.stpaulak.com).

*Posted June 13, 2022.*