

City and Borough Sitka, Alaska

Class Specification

Class Title	Deputy Harbormaster
Class Code Number	7025
FLSA Designation	Non-Exempt
Pay Grade and Range	28
Effective Date	September 2010

General Statement of Duties

Assists the Harbormaster in planning, organization and supervises Harbor operations and activities within the City and Borough of Sitka; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure a safe and orderly Harbor environment. The work is performed under the direct supervision of the Harbormaster but leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of all employees within the Harbor Department. An employee in this class performs the duties of other employees within the Harbor Department as necessary. In the absence of the Harbormaster, an employee in this class may temporarily assume full responsibility for the duties of the Harbormaster. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, (especially Police and Fire personnel), State and Federal officials, the Port and Harbor Commission, business and community organizations and the public. The principal duties of this class are performed in municipal Harbors throughout the City and Borough of Sitka, including an environment and situations in which the employee may be subject to potential personal harm.

Examples of Essential Work (Illustrative Only)

- Assists in the planning, direction, supervision, evaluation and implementation of all operations within the Harbor system;
- Supervises, makes recommendations in hiring, provides training, provides input in personnel evaluations, motivates and coordinates the work of all harbor personnel, taking disciplinary actions as necessary;
- Ensures the enforcement of Title 13 of the Sitka General Code and the security of all harbor users and personnel;
- Assists in the development of policies, procedures, guidelines and staff operating duties to ensure safe, efficient and effective Harbor operations;
- Trains in towing and rescuing procedures involving Harbor personnel;
- Assists in planning for new Harbors, lightering facilities and port improvements;
- Performs electrolysis testing;

- Maintains an awareness of all weather conditions for the purpose of releasing subsequent warnings;
- Assigns temporary, permanent and transient moorage within the Harbor system;
- Conducts public auctions on impounded vessels and equipment;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Comprehensive knowledge of the current procedures and practices involved in Harbor operations;
- Comprehensive knowledge of the marine and fishing industry;
- Comprehensive knowledge of marine construction and maintenance operations;
- Comprehensive knowledge of all applicable laws affecting Harbor operations, including Title 13 of the Sitka General Code;
- Comprehensive knowledge of all current practices and procedures related to Harbor maintenance;
- Comprehensive knowledge of law enforcement principles and practices related to harbor operations;
- Comprehensive knowledge of radio communications;
- Skill in the operation of boats;
- Skill in towing procedures;
- Skill in swimming and in rescuing persons from water, including the standard procedures for retrieving individuals from arctic water conditions;
- Ability to perform first aid procedures;
- Ability to supervise, manage and evaluate the work of others;
- Ability to perform short and long range planning regarding Harbor operations;
- Ability to remain on 24-hour call;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school, GED or equivalent;
- Extensive experience in Harbor operations with a considerable supervisory and administrative role;

- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of an Alaska commercial driver's license with a Class D Hazardous Endorsement;
- Ability to obtain TWIC credentials;
- Emergency first aid and CPR certification.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to observe Harbor operations;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various areas in the Harbor system.

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