

CITY OF UNALASKA

Position Description

Job Class: <b>Non-Exempt</b>	Job Title: <b>Harbor Officer</b>
Supervisor: <b>Harbormaster</b>	Department: <b>Ports &amp; Harbors</b>
Wage Grade: <b>8</b>	Full Time/Part Time: <b>Full Time</b>
Probationary Period: <b>6 Months</b>	Union: <b>ILWU Local 223 Unit 201</b>

DEPARTMENT REVIEW	
Submitted By: <i>Ben Bunn</i>	Date: <i>7-11-05</i>
Reviewed By: <i>Alan D. Ostro</i>	Date: <i>7-13-05</i>
HR Approval: <i>Kim Hughes</i>	Date: <i>7.8.05</i>

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview, successful completion of pre-employment drug screening, physical examination, and reference/background check.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description outlines the general requirements and duties of the position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **07-2005**

What is the overall purpose and objective of this position (why does this position exist)? **This position is responsible for monitoring the Port and Harbor Facilities, and terminal operations and activities by following City and Departmental policies, operating plans, City of Unalaska ordinances as well as State and Federal regulations and insure the implementation and enforcement.**

Explain the level of supervision received: **This position, under minimal supervision from the Harbormaster, with proper training, and the use and knowledge of City and Departmental Policies, State and Federal Regulations is responsible for a full range of duties within the Port Department.**

Explain the level of supervision this position exercises: **None**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

1. **Patrol Harbor and monitor Port terminal and record billing information for vessel activities when using Port Terminal.**
2. **Monitor and maintain security at port terminals were home land security is required.**
2. **Responsible for accurately writing and submitting in a timely manner, daily logs and various reports.**
3. **Responsible for placement of vessels and ensuring secure mooring.**
4. **Facility maintenance including snow removal, dock cleaning, painting, and repairs of 5 marine facilities, equipment and vehicles.**
5. **Monitoring of 5 marine facilities for lighting; hose, water and valves; electrical pedestals; and Porta-potties.**
7. **Monitoring and remove from waterways, beaches, dumpster areas, and Port facilities; debris, wood, and other hazards or trash.**
8. **Monitor and ticket violators and/or abandoned vehicles in parking areas and/or on Port property.**
10. **Monitor land use and record billing information.**
11. **Respond to marine and water-side emergencies.**
12. **Responsible for monitoring and investigating oil, fuel and other pollution or spills.**
13. **Other related duties as assigned.**

Does this position have access to confidential information? Yes  X  No \_\_\_\_\_  
If yes, please provide detail. **This position, is sometimes exposed to situations involving the police and could be privy to financial or law enforcement information which may be confidential.**

Does this position have access to or handle City funds? Yes  X  No \_\_\_\_\_ If yes, please provide detail. **This position will handle limited petty cash funds, and have limited access to city funds through use of LPO's.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes  X  No \_\_\_\_\_ If yes, please explain. **Position requires direct verbal and written communication with City of Unalaska staff, the public, state and federal agencies, and various organizations regarding the operation of the Port and Harbor.**

What are the minimum qualifications necessary for this position?  
Education and Experience:

- A. High school diploma or GED.
- B. Valid Alaska Drivers License.
- C. One year of work related experience in the marine industry.

What are the preferred qualifications for this position:

- A. Additional education or training in a vocational school for, maritime industry, or emergency services preferred.
- B. First Aid, CPR, and AED Certification.

List any necessary knowledge, skills, training, and abilities to qualify for this position. **Must have ability to effectively communicate verbally and in writing. Must possess ability to maintain confidentiality. Have knowledge of maritime regulations and terminology. Must have ability to work with the public and retain professional demeanor in confrontational situations.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):  
**Working knowledge of computers. Ability to use general office equipment including fax machine, copy machine, multi-line phone and VHF radio. Ability to operate a motor vehicle. Ability to operate gasoline pumps, some hand tools, rescue equipment, small skid loader used in snow removal, skill in forklift operations and cargo movement.**

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	o
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	X

Describe the requirements of this position which make these factors important:  
**Problem solving and analytical abilities are important when working toward**

accommodation of customers at an over loaded facility. Interpersonal skills are necessary when dealing with the public. Dexterity is necessary when line handling and working around deck and fishing equipment aboard a vessel, especially during storm and emergency conditions. Communication skills are important when conveying emergency or non-emergency situations by telephone and/or VHF radio.

### LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **A valid Alaska Drivers License. Successful completion of a drug test prior to beginning work. Will be subject to future periodic drug and alcohol tests on a random basis without advance notice.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **Oil spill response, line handling, knots training, cold water extraction techniques, hypothermia treatment, First Aid, CPR, AED, and other job related training. All required licenses and certifications must remain current for the duration of employment.**

### WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted(i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes X No      If yes, please explain: **A willingness to respond to emergency situations in all weather conditions is required. Will perform duties outdoors in adverse weather conditions. Port and Harbors is a 24-hour operation, rotating, non-standard shifts will be required. Occasional emergency or non-traditional work hours may be necessary.**

### ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

1. Strength

a. Standing	X	25% of time	<b>Standing and walking involve foot patrols of docks and floats. sitting involves sitting in a motor vehicle or at a desk.</b>
Walking	X	35% of time	
Sitting	X	40% of time	
b. Lifting	X	50lbs.	<b>Fire hoses or other equipment. Fire hoses, stacking pallets, carrying pumps, etc. Pushing or pulling fire cart, pulling heavy mooring lines while mooring vessels.</b>
Carrying	X	40lbs.	
Pushing	X	100lbs.	
Pulling	X	100lbs.	

2. Climbing	X	Climbing aboard vessels without benefit of gangplank or ladder, climbing over stacked fishing gear and crab pots aboard vessels. Maintaining balance while climbing aboard vessels, or maintaining footing while vessel is underway in ocean Swell.
Balancing	X	
3. Reaching	o	Lines, tools, controls.
Handling	X	
4. Stooping	X	In performance of general duties, not a continuous requirement, fairly rare movements in performance of daily duties.
Kneeling	X	
Crouching	X	
Crawling	X	
5. Speaking	X	Communications with public and other State, Federal, and Municipal agencies by phone, and radio.
Hearing	X	
6. Seeing	X	Visual acuity necessary to recognize vessels at a distance. Color vision necessary for vessel identification and warning flag identification.
Depth Perception	o	
Color Vision	X	

### HISTORY SUMMARY

03-10-1988	Job Description
04-12-1995	Job Description reviewed.
12-2002	Included Probationary Period. Removed Incumbent. Removed WC Code. Included selection guidelines. Removed percentages from job duties. Included new questions for supervision exercised and received. Included current drug testing, non-traditional work hours, and licenses and certifications language. Updated job description formatting. Included History Summary.
07-2005	Bi-annual policy review and update. Removed First Aid card as a Requirement and included First Aid, CPR, and AED cards as a preferred qualification. Other minor language changes.